### **Expense Information for Public Works**

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Capital Projects			_			_
Capital Outlay	17,294		0	0		0
Contractual Services	800,046	1,197,140	1,601,936	1,624,046		22,110
Equipment	86,815	84,800	65,200	79,620	22.1%	14,420
Fringe Benefits	663,170		816,515	872,138	6.8%	55,623
Operating Costs	173,497		-8,010		-2,560.2%	205,075
Salaries and Wages	2,695,329	2,308,949	2,895,260	3,016,064	4.2%	120,804
Total for Capital Projects	4,436,151	4,306,300	5,370,901	5,788,933	7.8%	418,032
Enterprise Funds						
Capital Outlay	12,763		62,500	63,750		1,250
Contractual Services	56,309,096			67,757,511		4,239,918
Equipment	1,584,196	1,258,322	2,107,362	2,527,490	19.9%	420,128
Equipment Labor	7,795	1,180	0	0		0
Fringe Benefits	7,101,221	7,230,265	8,446,459	9,703,174		1,256,715
Operating Costs	30,510,809	7,739,084	38,464,791	38,922,822	1.2%	458,031
Salaries and Wages	22,233,997		25,583,640	28,023,842	9.5%	2,440,202
Transfers	0	680,000	0	0		0
Total for Enterprise Funds	117,759,877	126,994,007	138,182,345	146,998,589	6.4%	8,816,244
General Fund - City						
Capital Outlay	0	0	2,455	2,504	2.0%	49
Contractual Services		16,506,237	15,499,759	16,429,000	6.0%	929,241
Equipment	276,008	404,923	326,285	307,311	-5.8%	-18,974
Fringe Benefits	3,627,593		4,292,890	4,514,069	5.2%	221,179
Operating Costs	4,040,856		3,897,826	4,044,519	3.8%	146,693
Salaries and Wages	12,138,063	13,507,190	12,285,381	12,972,534	5.6%	687,153
Total for General Fund - City	34,742,910	38,811,830	36,304,596	38,269,937	5.4%	1,965,341
Internal Service Funds						
Capital Outlay	64,376	2,008	7,000	7,140		140
Contractual Services		11,124,954		8,414,475		-29,126
Equipment	3,069,712		6,750,750	6,885,765	2.0%	135,015
Equipment Labor	15,163		0	0		0
Fringe Benefits	4,667,988			6,472,785		1,205,007
Operating Costs	5,932,970		6,654,630	6,780,982		126,352
Salaries and Wages		15,862,288	16,736,243	19,306,047		2,569,804
Total for Internal Service Funds	35,573,022	38,461,238	43,860,002	47,867,194	9.1%	4,007,192
Special Revenue Funds	E0 200	160 400	160 000	267.000	66.00/	107 000
Contractual Services	52,388	162,498	160,000	267,000	66.9%	107,000
Operating Costs	353	0	0	0		0
Total for Special Revenue Funds	52,741	162,498	160,000	267,000	66.9%	107,000
Total for Public Works	192,564,700	208,735,873	223,877,844	239,191,653	6.8%	15,313,809

City of Minneapolis 2003 Adopted Budget

# PUBLIC WORKS DEPARTMENT Staffing Information

	2000	2001	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
FTE's by Division						
Administration	20.00	20.00	21.00	20.00	-4.76%	(1.00)
Engineering Materials	26.50	26.50	26.50	26.50	0.00%	-
Engineering Services	98.50	98.50	105.50	112.50	6.64%	7.00
Equipment Services	247.60	247.60	257.60	257.10	-0.19%	(0.50)
Field Services	196.50	207.10	203.70	200.90	-1.37%	(2.80)
Property Services	65.00	63.90	66.80	96.35	44.24%	29.55
Sewer Maintenance	59.10	61.10	61.90	63.60	2.75%	1.70
Solid Waste	120.65	126.65	126.50	124.80	-1.34%	(1.70)
Transportation	108.04	110.54	116.54	115.04	-1.29%	(1.50)
Water	240.75	240.75	241.00	239.75	-0.52%	(1.25)
Total FTE's	1,182.64	1,202.64	1,227.04	1,256.54	2.40%	29.50

City of Minneapolis 2003 Adopted Budget

### **PUBLIC WORKS**

#### Mission Statement:

The Department of Public Works' mission is to build and maintain the public infrastructure of the City, and to provide basic products and services to support a high quality urban environment and a desirable quality of life for our citizens.

#### Public Works believes in:

Developing collaborative partnerships with our stakeholders: elected officials, customers, employees, labor leaders, business leaders and other governmental agencies.

Providing products and services that meet our customers' expectations in an environmentally sound, cost-effective manner.

Developing infrastructure that supports a safe, clean, quiet, and beautiful urban environment.

Advocating for City-wide needs through an on-going dialogue with our customers and stakeholders.

#### **Primary Businesses:**

Provide a strong, safe and cost-efficient infrastructure
Provide an adequate supply of quality water
Manage residential solid waste
Manage vehicular and pedestrian traffic/parking
Ensure a clean, safe public right-of-way
Support the City's internal operations

#### Key Trends and Challenges Impacting the Department:

#### I. Infrastructure gap

In 1997, Public Works produced the State of the Public Infrastructure Report. The report identified then-current infrastructure maintenance and capital expenditures and the recommended amounts based on recommended standards. The gap between current and recommended was identified, and the City programmed a gap closure plan. The report categorized the City's infrastructure into 16 elements: streets, alleys, retaining walls, bridges, traffic signals, streetlights, traffic signs, parking meters, storm drainage, sanitary sewers, storm tunnels, sanitary tunnels, water treatment, water distribution, buildings, and radio. From 1997 to present, approved infrastructure maintenance gap decision packages have closed part of the gap in the enterprise funds (sewer and water). However, because of simultaneous target reductions in General Fund areas, even with the approved decision packages since 1997, the maintenance gap has increased in streets, alleys, retaining walls, bridges, traffic signals, streetlights, and traffic signs.

Public Works is submitting infrastructure maintenance gap decision packages for the 2003 budget. They total \$740,000 in the General Fund, \$100,000 in the Sewer Fund, \$600,000 in the Water Fund, and \$130,000 in the Lands and Buildings Fund. The Department believes these budget initiatives should be approved so that the

infrastructure maintenance gap does not grow larger. If they are not approved, the target reductions in these infrastructure maintenance areas should be reduced by this amount since the City gap that produced the targets included the aforementioned maintenance gap reductions as a given.

#### II. Target Reductions

Over the past several months, the Public Works management team has been developing a framework of how the department should be changing to meet the City's needs in the future. Public Works has discussed and questioned all the services provided by the department. The Department identified categories of services which Public Works, as part of the City enterprise, must and should do to protect the health and welfare of our citizens as well as those services we provide that could be described as nice-to-do. Public Works has looked for different ways of doing business, especially where those ways could result in efficiencies. This process drove the identification of our target reduction options.

The 2% and 4% target reduction options for Public Works total \$750,000 and \$1,500,000 respectively. Public Works has prepared a prioritized list of reduction options:

1. Move winter sweeping from Snow & Ice to Sewer Fund \$275,500 \$275,500 \$283,500 \$3. Eliminate PW Admin. Vehicle \$8,000 \$283,500 \$3. Eliminate vacant Clerk Typist position in Transportation \$39,922 \$323,422 \$4. Eliminate Field Services shop worker position \$53,794 \$377,216 \$5. Eliminate stock worker position in Field Services bridge section \$55,094 \$423,310 \$6. Completion of reallocation of routine traffic sign installation activities \$101,006 \$533,316 \$7. Close 44th & Snelling facility, eliminate District Supervisor position \$130,700 \$664,016 \$8. Divert controller conversion capital funding to pedestrian LED conversion. Results in long term electrical savings. \$33,000 \$697,016 \$9. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Alley Maintenance \$100,000 \$797,016 \$10. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Streetlight Maintenance \$10,000 \$807,016 \$11. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Signal Maintenance \$80,000 \$887,016 \$12. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Street Maintenance \$80,000 \$887,016
3. Eliminate vacant Clerk Typist position in Transportation \$39,922 \$323,422 4. Eliminate Field Services shop worker position \$53,794 \$377,216 5. Eliminate stock worker position in Field Services bridge section \$55,094 \$423,310 6. Completion of reallocation of routine traffic sign installation activities \$101,006 \$533,316 7. Close 44th & Snelling facility, eliminate District Supervisor position \$130,700 \$664,016 8. Divert controller conversion capital funding to pedestrian LED conversion. Results in long term electrical savings. \$33,000 \$697,016 9. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Alley Maintenance \$100,000 \$797,016 10. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Streetlight Maintenance \$10,000 \$807,016 11. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Signal Maintenance \$80,000 \$887,016 12. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Street Maintenance
<ul> <li>4. Eliminate Field Services shop worker position \$53,794 \$377,216</li> <li>5. Eliminate stock worker position in Field Services bridge section \$55,094 \$423,310</li> <li>6. Completion of reallocation of routine traffic sign installation activities \$101,006 \$533,316</li> <li>7. Close 44th &amp; Snelling facility, eliminate District Supervisor position \$130,700 \$664,016</li> <li>8. Divert controller conversion capital funding to pedestrian LED conversion. Results in long term electrical savings. \$33,000 \$697,016</li> <li>9. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Alley Maintenance \$100,000 \$797,016</li> <li>10. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Streetlight Maintenance \$10,000 \$807,016</li> <li>11. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Signal Maintenance \$80,000 \$887,016</li> <li>12. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Street Maintenance</li> </ul>
<ul> <li>5. Eliminate stock worker position in Field Services bridge section</li> <li>6. Completion of reallocation of routine traffic sign installation activities</li> <li>7. Close 44th &amp; Snelling facility, eliminate District Supervisor position</li> <li>8. Divert controller conversion capital funding to pedestrian LED conversion. Results in long term electrical savings.</li> <li>9. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Alley Maintenance</li> <li>\$100,000</li> <li>\$797,016</li> <li>10. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Streetlight Maintenance</li> <li>\$10,000</li> <li>\$807,016</li> <li>11. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Signal Maintenance</li> <li>\$80,000</li> <li>\$87,016</li> <li>12. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Street Maintenance</li> </ul>
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12. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Street Maintenance
ФЕОО ООО
\$500,000 \$1,387,016
13. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Bridge Maintenance
\$ 50,000 \$1,437,016
14. Reduce Field Services staffing, 4 FTE at downtown district, 1 @ at each of the four districts
\$424,350 \$1,861,366

#### III. Savings in Non-General funds

In addition to the reductions in the General Fund, Public Works has identified efficiencies and reduction options in other funds.

#### Savings

#### **Equipment Services**

- Add 3rd shift Monday through Friday and reduce overtime, resulting in increased service to our customers \$200,000
- [Reduction option] Discontinue providing Haaf Ramp Pool Cars (net savings = expenses revenues)

\$10,800

- Eliminate vacant supervisor position \$ 90,048

### **Property Services**

- Reduce number of vehicles and parking space rental \$ 24,000

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Field Services, Sewer Maintenance

- [Reduction option] Eliminate holding pond maintenance \$83,536

Water Treatment and Distribution

- Reduction in staffing due to implementation of Supervisory Control and Data Acquisition (SCADA) technology

Solid Waste and Recycling

- Eliminate two routes \$280,000

#### IV. New Initiatives

Public Works has prepared new initiative submittals for the fifth increment of the Infrastructure Maintenance Gap. There are five submittals in the General Fund: Street Maintenance, Alleys, Bridges, Traffic Signals, and Streetlights. There are two submittals in the Sewer Fund: Storm Drainage and Sanitary Sewer. There is one submittal in Water Treatment and Distribution. And, there is one submittal in the Lands and Building fund.

In addition to the infrastructure maintenance gap initiatives, Public Works has eight new initiative requests:

Description Cost

- 1. Establish Stormwater Utility [Sewer fund] \$500,000
- 2. Combined Sewer Overflow (CSO) program [Sewer fund] \$536,828
- 3. Increase one janitor position for Police precincts [Lands and Buildings fund] \$57,346
- 4. Create a Security Coordinator position [Lands and Buildings fund] \$85,000
- 5. Municipal Parking Inc. (MPI) Living Wage Adjustment for contract employees (to keep current) [Parking fund] \$53,597
- 6. Ramp Security system consolidation of three ramps to central facility (\$165,000 annual savings once accomplished) [Parking fund] \$350,000
- 7. Authorize additional staffing for Impound lot (5 FTEs), or reduce current hours of operation to 16 hours per day (two shifts, 8:00 am to midnight) so that operation can be staffed current authorized full time employee levels. [Parking fund] \$229,028
- 8. Water security personnel (10 FTE Water, 12 FTE MPD) [water fund] \$1,544,000

#### Key Enterprise Outcome Measures Influenced by the: Public Works Department

- 1. Increase citizen satisfaction with the water quality of City's lakes, creeks, and the Mississippi River
- 2. Improve water quality as tracked by improved City performance on Standard Water Quality Indicators
- 3. Reduce damages caused by flooding
- 4. Maximize utilization of outside funding accessed for infrastructure repairs (State, Federal and Railroad programs)
- 5. Increase percentage of bridges that meet the Federal Highway Administration Structural Sufficiency Rating
- 6. Increase percentage of City streets and alleys receiving a "favorable" Pavement Condition Index rating.
- 7. Improve the condition of sewer system
- 8. Improve the condition of water system
- 9. Increase compliance of EPA/Safe Drinking Water Act
- 10. Decrease the amount of inflow and infiltration of storm water into the sanitary sewer system
- 11. Increase percentage of people who live and work in Minneapolis that report satisfaction with City services
- 12. Decrease downtown congestion

- 13. Implement parking pricing policies that encourage short term parking and discourage long term parking in the downtown core
- 14. Support implementation of Hiawatha Light Rail transit plan

**Performance Data for Key Enterprise Outcome Measures:** 

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
% Citizens expressing satisfaction with City's efforts at protecting the environment, including air, water and land	N/A	72%	N/A	75%	75%
% of Lakes with improving or stable water quality indicators	These measures are new. Information will be provided in the				
% of Streams with improving or stable water quality indicators	2004 Budget				
% of Properties protected against 100 yr storm event	These measures are new. Information will be provided in the 2004 Budget				
% of City infrastructure funded by outside sources	These measures are new. Information will be provided in the 2004 Budget				
% of bridges with a favorable structural sufficiency rating	81%	80%	80%	80%	80%
% of city streets with a favorable pavement condition index rating	81%	82%	83%	84%	84%
# of sewer cave ins	93	123	150	170	170
% days in compliance with the Safe Drinking Act					
# of events where the sanitary sewer overflowed into the Mississippi River	29	10	8	6	6
% of citizens expressing satisfaction with repairing streets and alleys	N/A	66%	N/A		
% citizens expressing satisfaction with keeping streets clean	N/A	83%	N/A		
% of citizens who report satisfaction with snowplowing	N/A	74%	N/A		
% of citizens who report satisfaction with providing garbage collection and recycling programs	N/A	92%	N/A		
Lane use permits issued (linear feet) Bike Lane Moving Lane Parking Lane Sidewalk		(8/1/01 -12/31/01) 2,132 13,143 18,657 47,086	Projections will follow after one year of information has been collected.		
Parking policies implemented that encourage short term parking and discourage long term parking in the downtown core				_	
Progress made on the Hiawatha light rail line	11.1%	32%	68%	89%	89%

### Primary Business: Provide a Strong Safe and Cost-Efficient Infrastructure

(Service activities and performance measures sorted by business)

## <u>Service Activity:</u> Preserve, maintain, and rehabilitate bridges, retaining walls, and related structures on and adjacent to city streets and roadways. (Field Services)

Description: Includes repairing bridge decks, sidewalks, railings, super structures; performing bridge deck and sidewalk overlays and sealing; painting bridges for structural protection; removing graffiti; performing erosion protection on bridge approaches; and retaining wall inspection, maintenance and construction on City right-of-ways, including alleys.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Total # of vehicular bridges maintained by the City	83	83	83	83	83
Total # alley retaining walls maintained by the City	N/A	2,258	2,560	2,560	2,560
% of bridges maintaining a favorable sufficiency rating of x or above	81%	80%	80%	80%	80%
Average age of City bridges	64	65	66	60	60
# bridges needing to be replaced within the next 5 years	N/A	N/A	9	7	7
Avg \$ dedicated to repair and maintenance per bridge maintained	\$10,100	\$9,900	\$10,000	\$10,000	\$10,000
% of bridges inspected on an annual basis	100%	100%	100%	100%	100%

Explanation of Key Performance Measures: The actual number of alley retaining walls has not increased dramatically, the count has been better defined starting in 2002.

### Service Activity: Provide repair and maintenance of City streets and alleys. (Field Services)

Description: Maintenance techniques include: hot and cold temporary patches, mill route and patch, crack sealing, seal coating, resurfacing, concrete joint repair, concrete slab maintenance and repair, and repair of cuts made in street by utilities. To enhance efficiency and effectiveness, Field Services continues to develop and maintain a citywide pavement management system for coordination and prioritization of street replacement and repair.

#### **Kev Performance Measures:**

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Total number of paved lane miles	2,559	2,538	2,538	2,538	2,538
% streets with a satisfactory pavement condition index of 70 or greater*	81%	82%	83%	84%	84%
Avg \$ dedicated to repair and maintenance per lane mile	\$2,589	\$2,874	\$3,060	\$3,167	\$3,167
Avg cost per lane mile repaired	\$1,402	\$1,487	\$1,350	\$1,397	\$1,397

#### Explanation of Key Performance Measures:

<sup>\*</sup>PAVER computes a Pavement Condition Index (PCI), based upon field measurements of pavement distresses. PCI is a number from 1 to 100, where 100 is a new pavement in condition. Criteria used was that a PCI of 70 or greater indicated a pavement in satisfactory condition.

### <u>Service Activity:</u> Inspect, repair, renovate and clean sanitary sewers, storm sewers, and associated structures. (Field Services)

Description: This includes operating pumping stations, repairing street cave-ins and noisy manholes, checking and unblocking sanitary sewer back-ups and storm drains, cleaning sanitary sewers and manholes, examining sewers, responding to citizen complaints, including rat infestations, maintaining flow to prevent flooding and hazardous conditions, repairing manholes and catch basins, and maintaining holding pond grounds.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
# miles storm and sanitary sewers	1,337	1,337	1,337	1,337	1,337
\$ dedicated to repair and maintenance per sewer mile	\$2,188	\$2,591	\$2,300	\$2,369	\$2,369
# cave ins	93	123	150	170	170
# sanitary sewer back ups	25	35	27	27	27

## <u>Service Activity:</u> Plan, program, design, inspect, coordinate, and provide construction management for all City bridge projects. (Engineering Services)

Description: This includes partnership efforts for Park Board, County, and MnDOT bridge projects within the City limits.

#### **Key Performance Measures:**

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Average project cost per square foot of bridge	118	188	167	140	140
# of Bridge projects completed each year	2	1	1	3	3
Design Cost as % of total project	50%	19%	12%	12%	12%

# <u>Service Activity:</u> Plan, program, design, survey, coordinate, and provide construction assistance for City, Park Board, County and MnDOT road projects. (Engineering Services)

Description: This includes partnership efforts for Park Board, County, and MnDOT road projects within the City limits.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Design hours per mile of reconstruction projects	900 hrs				
Design hours per mile of renovation projects					

Explanation of Key Performance Measures: At the present time we are no longer able to track this information with our new engineering software. It is our goal to create a new procedure to capture this information again in the future.

# <u>Service Activity:</u> Plan for signal and lighting modifications/improvements at intersections, special projects, spot locations, and paving programs. (Engineering Services)

Description: This includes preparing plans, specifications, agreements, and estimates for signal and lighting modifications/improvements at intersections, special projects, spot locations, and paving programs related to residential streets, MSA, CSA, Trunk Highways, or MCDA projects.

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
# of plans and estimates prepared annually for signal and lighting modifications.	40	42	55	55	55
# of Special Lighting Projects	9	10	10	10	10

# <u>Service Activity:</u> Plan, program, design, survey, coordinate, and provide construction assistance for all City, Park Board, County, and MnDOT sewer projects, including flood control projects. (Engineering Services)

Description: Public Works Engineering Services staff provides all aspects of facility planning and design development for all public entity water resources related projects located within the City of Minneapolis. These projects include storm drains, flood control imporvements and water quality improvement facilities.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Total acres served by subwatershed flood project	225	409	475	450	450

Explanation of Key Performance Measures: Storm drains are constructed to provide land area with adequate drainage systems. Our newly constructed storm drains provide flood protection from a 100 year storm event. This measurement indicates the yearly areas that now benefit from this greater level of flood protection. Other key indicators are previously noted in other service activities

## <u>Service Activity:</u> Develop an electronic database of the sanitary and storm drainage utility system. (Engineering Services)

Description: The current sanitary and storm drainage records for the City of Minneapolis exist in a paper format only. Public Works Engineering Services staff will completely convert this paper database into a digital component of the City's GIS records. This conversion will preserve these important records for the indefinite future. Completing this task will also allow staff to easily extract the data contained within these records with computer analysis tools.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
% of system entered into the database.	50% Storm/ 30% Sanitary	50%Storm 30% Sanitary	100% Storm 75% Sanitary	100% Storm 100% Sanitary	100% Storm 100% Sanitary
% of Park Board system entered into the database			Pilot Project	25%	25%

### **Service Activity:** Combined Sewer Overflow Project. (Engineering Services)

Description: This program is aimed at reducing and hopefully eliminating combined sewer flow to the Mississippi River.

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Write the Ordinance			Council Adopted		
Total Acres of drainage area disconnected from the sanitary sewer (overland/roof tops)	89	108	80	160	160

Explanation of Key Performance Measures: Surface water making its way to sanitary sewer lines is the leading cause of combined sewer overflow events. This measurement tracks the yearly removal of surface water acreage from our sanitary sewers which will in turn reduce overflow events into the Mississippi River.

### <u>Service Activity:</u> Manage watershed work and related Special Water Quality project work. (Engineering Services)

Description: Examples include the Chain of Lakes project including environmental related investigation and remediation to protect City's built environment.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Staff's hour worked on cooperative watershed management in planning, projects or other issues.					

Explanation of Key Performance Measures: This measurement has not been tracked in the past. Staff will initiate tracking during 2002.

# <u>Service Activity:</u> Perform field location services and related administration tasks for sewer and other underground facilities using information that PW Engineering Design maintains. (Engineering Services)

Description: Public Works Engineering Services staff provide in field location and marking of utilities owned and maintained by the sewer department. City staff is required by law to provide this service any time a public or private entity will be performing excavation within the city owned right of way.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
# of locates	3,763	3,622	4,000	4,000	4,000

# <u>Service Activity:</u> Manage National Pollutant Discharge Elimination System (NPDES) permit for stormwater including coordinating these activities with State and Federal agencies. (Engineering Services)

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
# of hours to assure compliance with the permits					
Compliance with EPA/MPCA	Yes	Yes	Yes	Yes	Yes

Explanation of Key Performance Measures: This is a new measurement tracks the number of staff hours required to maintain compliance with EPA requirements. Information will be available for the 2004 budget

### Service Activity: Provide technical site planning review services. (Engineering Services)

Description: Assist Citizens, Council Members, contractors, developers, and others to be in compliance with the City's existing and future sewer infrastructure system through site investigations and technical advice including site-plan review for compliance with erosion control and other zoning and planning ordinances.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
# of site plans reviewed	235	215	250	250	250
Hours spent in informational			Currently not		
meetings with site plan			tracking hours.		
clients outside the formal			Will intiate for		
site plan review meeting			2003.		

## <u>Service Activity:</u> Administer and manage traffic signal design, data collection and records management, and site plan review. (Transportation & Parking Services)

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Total # of traffic counts performed (mechanical and manual)	880	850	900	900	900

# <u>Service Activity:</u> Provide a suitable location and relevant services for the Municipal Market to adequately function. (Property Services)

Description: Provide preventive and corrective maintenance of the City owned property to protect the city's investment and to support the Municipal Market function

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Cost of maintenance per vendor stall provided at the Municipal Market. (88 stalls)	\$393	\$264	\$400	\$479	\$479

Explanation of Key Performance Measures: 2003 Planned costs include, for the first time, administrative overheads.

# <u>Service Activity:</u> Facilities Management service for City-owned (Charter Departments) buildings and grounds under the jurisdiction of Property Services and utilized by City Charter departments. (Property Services)

Description: Service includes providing facility management functions such as planning, design, project management services. Operation, maintenance, repair, and construction services as required/requested by tenants and local authorities including structural certification. Responsible for life safety issues such as indoor air quality, accessibility, and compliance with State and Local Building Codes. Manage and provide for the capital improvement needs of City owned buildings and grounds.

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Maintenance & operation costs per gross square foot of general building space a year. (1,138,457) square feet)	\$4.50	\$3.88	\$4.02	\$4.04	\$4.04
Provide preventive and corrective maintenance for 18 City owned and 3 State owned parking ramps, 11 skyways, and 10 surface parking lots. Approximately 9. 0 million square feet in 2001.	NA	\$.26	\$.27	\$.28	\$.28
Receive satisfactory responses on customer survey for custodial survices based on service level agreemensts with cutomer departments	NA	NA	NA	90 %	90 %
Structural Certification for City and State owned parking ramps	100%	100%	100%	100%	100%
Complete preventive maintenance work orders within time scheduled				90%	90%
Respond to requests for corrective maintenance within 24 hours of notification.				98%	98%
Complete MAC Projects on time and within budget based upon agreed upon scope of services.				80%	80%

Explanation of Key Performance Measures: General building space maintained increased 42,507 square feet from 2000 to 2001. Parking ramps space increased 528,540 in 2002 with the addition of the 10th and LaSalle and the East Light Rail Transit ramp. Square footage and costs indicated do not include the water works facilities (40 buildings/508,000 square, Fund 9500). Four of the Key Performance Measures are new and therefore do not have historic information.

# <u>Service Activity:</u> Provide building and grounds services at the Pilot City Regional Center and the Native American Center. (Property Services)

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Cost of maintenance per square foot (94,420) of Pilot City Regional Center and the Native American Center	\$3.46	\$3.46			

Explanation of Key Performance Measures: We are in the process of selling these properties therefore we will not track performance measures.

### Service Activity: Prepare and maintain assessment rolls. (Management Services)

Description: This includes assessment rolls for capital projects, special service districts, Nicollet Mall, and other special assessments.

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Number of assessment rolls processed per FTE	15	N/A	13	14	14
Total Dollars Assessed Capital Operations & Maint	N/A	N/A	\$14,363,000 \$11,256,000 \$3,256,000		

# <u>Service Activity:</u> Provide Sewer Information and Technical Assistance to the Public, City Departments and other Public Agencies (Engineering Services)

Description: Provide Sewer As-Built plans, Flood Plain designations and technical assistance for private connections to public infrastructure and other miscellaneous approvals for various public and governmental clients.

### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Number of request for city sanitary/storm drain information.					
Number of requests for flood plain information					
Number of backwater valve reviews conducted					
Number of drainage complaints received					

Explanation of Key Performance Measures: Blank items have not been tracked in the past. Staff will begin to track these measurements in 2002.

### Primary Business: Provide Adequate Supply of Quality Water

(Service activities and performance measures sorted by business)

# <u>Service Activity:</u> Provide an adequate supply of quality (Palatable and Potable) water to Minneapolis and suburban customers. (Water Treatment & Distribution Services)

Description: Includes treating, pumping, monitoring, and administering Water plant and pumping operations.

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Treatment and pumping cost per 100,000 gallons of water	\$44.10	\$45.40	\$48.00	\$48.00	\$48.00
Construction of 34MG Drinking Water Reservoir	Constuction on- going	Concrete structure completed	Earth work & overflow pipe completed	Landscaping & project completed	Landscaping & project completed
Pump Station No. 5 Hweader & Valves Replacement	Design completed	Construction on- going	Complete the project		
Reservior Rehabilitation & new connection	Construction on- going	Construction on- going	Complete the project		
Supervisory Control & Data Acquisition (SCADA)	Pump Stations @ 1,2,3 & 6 completed	Columbia Heights Filtration Plant & Pump Stations # 7,8,9 & Kenwood High Srvice Area completed	Pump Stations 4,5, & 8 North High service Southwest High service, Southwest High Service, Wasburn Tower & Filtration Plant completed	Fridley Softening Plant, Dewatering Plant & Distribution system remotes completed	Fridley Softening Plant, Dewatering Plant & Distribution system remotes completed

# <u>Service Activity:</u> Perform scheduled and unscheduled maintenance and construction to ensure operation of water treatment and pumping facilities. (Water Treatment & Distribution Services)

Description: This function is critical to the activity of providing an adequate supply of quality water to Minneapolis and suburban customers.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Total maintenance cost per million gallons of waterr produced	\$200	\$181 high water use year	\$214		
% maintenance that is reactive vs proactive - Goad 10%:90%		Hard to quantify in a meaningful manner	CMMS will make this number viewable and useable		
CMMS		Purchase	Develop	Implement	Implement

Explanation of Key Performance Measures: By the end of 2002, the pilot project for the Computer Maintenance Management System (CMMS) will have started.

## <u>Service Activity:</u> Provide scheduled and unscheduled maintenance and construction of the water distribution system. (Water Treatment & Distribution Services)

Description: to ensure delivery of a quality water supply to Minneapolis and suburban customers

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Maintenance cost per mile of water main	\$4,815 per mile	\$5,031 per mile	\$5,653 per mile		
Number of fet of new watermain installed	7,240 feet	36,400 feet	16,900 feet	26,000 feet	26,000 feet
Number of fire hydrants greased and packed vs total number of hydrants	12.5%	12.5%	12.5%	12.5%	12.5%
	1,000 of 8,000	1,000 of 8,000	1,000 of 8,000	1,000 of 8,000	1,000 of 8,000
Number of fire hydrants painted vs. total number of hydrants.	25%	25%	25%	25%	25%
	2,000 of 8,000	2,000 of 8,000	2,000 of 8,000	2,000 of 8,000	2,000 of 8,000
	painted	painted	painted	painted	painted
Number of valves operated vs. total number of valves	6%	4%	4%	13%	13%
	480 of 8,000	320 of 8,000	350 of 8,000	1000 of 8,000	1000 of 8,000
Number of valves greased and packed vs. total number of valves	16%	17%	17%	18%	18%
	2,700 of 16,500	2,800 of 16,500	2,800 of 16,500	3,000 of 16,500	3,000 of 16,500
Length of of water system flushed vs. total length of watermain in system*.	25%	25%	25%	25%	25%

Explanation of Key Performance Measures: \*Flushing the water system involves isolating sections of watermain by closing connecting gates so that the flow in the system is unidirectional and running water through the pipe and out a hydrant. This ensures that the water in the system is turning over to maintain high quality water.

<u>Service Activity:</u> Complete major repairs and replacement projects to support providing a quality water supply to Minneapolis and suburban customers. (Water Treatment & Distribution Services)

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Completed major repair and replacement/Infrastructure project dollars		expect to complete	expect to complete		
Completed major plant repair and replacement cost per million gallons of water treated.	\$99 per million gallons				

## <u>Service Activity:</u> Provide supervision and support services for the distribution maintenance and construction work force. (Water Treatment & Distribution Services)

Description: This activity supports the activity of scheduled and unscheduled maintenance and construction of the water distribution system, and the activity of providing an adequate supply of safe water to Minneapolis and suburban customers.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Average repair/rebuild cost per hydrant vs. new hydrant cost.*	\$200 rebuild vs. \$750 new	\$206 rebuild vs. \$1,000 new	\$212 rebuild vs. \$1,200 new	\$218 rebuild vs. \$1,260 new	\$218 rebuild vs. \$1,260 new
Change management	Competitive assessment	completed task analysis for all work performed by Water Distribution	Piloted and developed a new process for handling delinquents which has decreased the number of past due customer accounts. Will highlight new organizational changes.	Will pilot and develop phase II change management projects.	Will pilot and develop phase II change management projects.

Explanation of Key Performance Measures: \*The hydrant shop rebuilds hydrants that can be salvaged. Cost for new or rebuilt hydrant does not include installation since that cost is the same either way.

# <u>Service Activity:</u> Provide Water Works management direction to efficiently and effectively provide safe water to Minneapolis and suburban customers. (Water Treatment & Distribution Services)

Description: Includes issuing water connection and hydrant use permits.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
% of overall Water operating and capital budget spent on Water Administration	1.41%	2.67%	2.54%		

<u>Service Activity:</u> Meter Services: Read, Install, and Repair water meters. (Water Treatment & Distribution Services)

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Average annual meter maintenance and operating cost per customer	\$11.82				
AMR installation base					
*telephone	85,000	85,000	84,000		
*radio	9,000	12,000	13,000		

Explanation of Key Performance Measures: Automated meter reading (AMR) saves reading costs and allows monthly billing to increase cash flow and lower outstanding receivables.

# <u>Service Activity:</u> Perform location services and related administration functions to facilitate location of water works underground facilities. (Water Treatment & Distribution Services)

Description: This service is for public and private contractors and for private landowners as required by Minnesota Statute 216.0. (Gopher State One Call)

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Number of Gopher State One Call tickets which required locates vs. number of tickets received and processed			23,000 tickets will be processed with 10,000 actual locates.	23,000 tickets will be processed with 10,000 actual locates.	23,000 tickets will be processed with 10,000 actual locates.

Explanation of Key Performance Measures: Numbers for 2000 and 2001 will be obtained at a later time from Gopher State One Call records.

## <u>Service Activity:</u> Provide engineering services for Water Works Capital Improvement, Major Repairs and Replacement, and Maintenance projects. (Engineering Services)

Description: This includes Engineering cost estimates, system design, specifications, drafting, and construction inspection. Included is engineering work required by outside agencies, and the administration and management of various consultant contracts. Also included are research and development, monitoring and reduction of distribution system corrosion, and data entry into the City GIS system. This cost center provides support for the Water Works' Treatment, Maintenance, Distribution, and Major Repairs cost centers.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Engineering Personnel costs vs Water Works Capital spending					

Explanation of Key Performance Measures: This is a new measurement that we will begin collecting data in 2002.

### Primary Business: Manage Residential Solid Waste

(Service activities and performance measures sorted by business)

The Mission of Solid Waste and Recycling is to protect the health and safety of Minneapolis residents by providing solid waste management services that result in a clean and livable city.

### Service Activity: Provide garbage collection services. (Solid Waste & Recycling Services)

Description: Provide collection of garbage and large burnable items on a weekly basis. Provide and maintain garbage carts.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Number of dwelling units per day, per crew	646	642	720	720	720
Total tons of garbage collected	113,580	116,754	118,000	120,000	120,000
Avg cost per ton	\$39	\$37	\$34	\$35	\$35
# of missed pick ups	1,015	925	890	850	850
% of citizens expressing satisfaction with solid waste & recycling services	na	92%	na	93%	93%
Number of dwelling Units	109,931	108,761	107,452	106,100	106,100

Explanation of Key Performance Measures: dwelling units/day just for "City-side," all other information is city-wide

# <u>Service Activity:</u> Dispose of solid waste, from collection, at the contracted disposal sites. (Solid Waste & Recycling Services)

Description: Provide disposal of a wastes collected, including compost, garbage and hazardous wastes processed from appliances after collection and before sale as scrap.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Amount of garbage disposed of	113,000	116,754	118,000	120,000	120,000
Total avg cost per ton for disposal	\$39	\$37	\$34	\$35	\$35
Tons of HazWaste disposed	NA	5.8	6.0	6.4	6.4
Cost of HazWaste disposed Per Ton	NA	\$8,569	\$9,000	\$9,600	\$9,600

Explanation of Key Performance Measures: Does not count yard waste, transfer station wastes.

### Service Activity: Provide Recycling service activities. (Solid Waste & Recycling Services)

Description: Provide collection, processing and marketing of recyclables from our customers, provide recycling and waste reduction education porgrams.

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Number of stops per day, per crew	290	288	285	286	286
Total tons of recyclables collected	23,077	21,993	22,000	22,000	22,000
Amount of recyclables as a % of total solid waste collected	14.32	13.22	13.5	13.0	13.0
Total revenue from recycling	\$957,398	\$482,962	\$160,000	\$175,000	\$175,000
Hennepin County Grant	\$964,041	\$943,406	\$900,000	\$800,000	\$800,000
# misses	1,152	1,059	1,000	950	950
Pounds of household batteries recycled	50,660	33,420	50,000	50,000	50,000

Explanation of Key Performance Measures: Tonnage of recyclables went down due to reduction in width of newspapers by 11%. ONP (newspapers) are 50% of our yearly tonnage. Aluminum cans, plastic bottles, and other recyclables have also been downsized or thinwalled.

# <u>Service Activity:</u> Provide Problem Materials/Large Item services. (Solid Waste & Recycling Services)

Description: Provide collection of items that are 50% or more metal, processing and disposal of hazardous constituents and sale of scrap metal.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Amount of problem materials/large items collected	4,638 tons	5,076 tons	6,000 tons	7,400 tons	7,400 tons
Amount of televisions, VCR's, and computers collected	404 tons	422 tons	480 tons	560 tons	560 tons
Number of PM misses	241	245	240	240	240
Revenue from scrap sales		\$57,521	\$22,000	\$15,000	\$15,000
Number of employees required to conduct program	5.5	6	7	7	7
Number of PM stops per year (est.2000 & 2001)	100,000	115,000	130,000	140,000	140,000
Disposal of "NH3 and SO4" appliances		\$14,332 (106)	\$32,000 (210)		
Pounds of Freon disposed		1,100	1,155	1,213	1,213

Explanation of Key Performance Measures: Regulations requiring increased processing of appliances before scrap sale are very labor intensive to comply with. The scrap market has plumeted. Even though we will see greatly increasing metals collections (tons), it is expected that scrap revenue (\$) will continue to decrease. Increasing costs of processing and lowering revenue from scrap will continue to increase the percentage of the fund that this cost center requires.

## <u>Service Activity:</u> Provide Seasonal Yard Waste collection services from Spring through Fall. (Solid Waste & Recycling Services)

Description: Provide collection of bagged or bundled yard and garden wastes from customers from the second week of April through the week before Thanksgiving.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Amount of yard waste composted	17,700 tons	19,594 tons	23,000 tons	23,000 tons	23,000 tons
Cost per ton for composting	\$35.00	\$35.00	\$35.00	\$40.00	\$40.00
YW misses	440	565	260	250	250

# <u>Service Activity:</u> Provide Voucher programs for tires, construction debris, and other materials to City residents. (Solid Waste & Recycling Services)

Description: Provides a convienient, cost-efficative method for customers to properly dispose of construction and demo debris, large amounts of household debris, tires, and related items at no cost to the customer. Reduces pressure to illegallyl dump debris. Provides convienient, cost effective service (with costs) for contractors in City to properly dispose of debris. Maintains disaster-readiness with transfer and disposal options.

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Tonnage collected through vouchers	9,701 tons	11,813 tons	13,000 tons	15,000 tons	15,000 tons
# voucher customers	10,842	27,914	29,000	28,000	28,000
Tons tires collected	284 tons	294 tons	302 tons	320 tons	320 tons
# Tire Voucher customers	1,365	2,147	2,000	2,000	2,000

Explanation of Key Performance Measures: In 2001 we had massive abuse of the voucher program by Property Management companies. In 2002 the policy was changed to allow 6 vouchers per property per year, instead of 4 vouchers per dwelling unit per year. The program is designed to help our residential customers; the change in policy focused the program to assist those customers, and stop abuse by others.

### <u>Service Activity:</u> Provide Solid Waste Customer Service. (Solid Waste & Recycling Services)

Description: Provide phone call customer assistance, education and outreach programs and "Special Services" to our customers. Provide notification of violations to customers so that they can correct problems, and provide service and bill for costs of cleanup of non-corrected violations.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Annual # customer calls	81,455	83,613	73,000	75,000	75,000
Avg wait time per call in seconds	17.07	10.34	7.99	6.5	6.5

## <u>Service Activity:</u> Provide Solid Waste Equipment Maintenance. (Solid Waste & Recycling Services)

Description: Cost center includes purchase, maintenance and repair of the specialized Solid Waste and Recycling Fleet. All equipment is purchased and maintained through user-involved division specifications, on a pay-as-we-go basis.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Avg maintenance expenditures per vehicle	\$7,303	\$6,577	\$6,319	\$5,973	\$5,973
# of vehicles	129	134	136	118	118
% of vehicles available on a daily basis	90.7%	88.8%	90.4%	95.9	95.9
Accident damage (\$)	\$1,774	\$3,348	\$2,101 (ytd)	\$3,000	\$3,000
Abuse damage (\$)	na	\$1,655	\$1,109 (ytd)	\$1,800	\$1,800

### Primary Business: Manage Vehicular and Pedestrian Traffic/Parking

(Service activities and performance measures sorted by business)

# <u>Service Activity:</u> Construct, operate, and maintain all traffic control devices and facilities. (Transportation & Parking Services)

Description: Traffic control devices and facilities include signs, signals, pavement markings, bus lanes, bike lanes, etc.

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Number of work orders related to traffic control devices/facilities completed per FTE, per year	675	700	800	800	800

# <u>Service Activity:</u> Manage and Administer the Minneapolis Street Lighting System. (Transportation & Parking Services)

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Annual maintenance cost per street light. (With or without electricity expenses).	\$4,497,529/	\$4,869,378/	\$4,528,241/	\$4,600,000/	\$4,600,000/
	34,000 = \$132.28	35,000=\$139.13	36,000=\$125.78	37,000=\$124.32	37,000=\$124.32

# <u>Service Activity:</u> Coordinate and Manage the performance, construction, operation, and maintenance of the Municipal Parking System, which include the parking ramps & lots. (Transportation & Parking Services)

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Parking System average revenue per parking stall, per year	\$1,995	\$1,889	\$1,978	\$1,950	\$1,950

# <u>Service Activity:</u> Administer and Manage Transportation System. (Transportation & Parking Services)

Description: The Transportation System includes autos, buses, bikes, pedestrians, trucks, taxis, limos, and any operational and safety issues involved in those systems.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Number of requests & complaints received per FTE per year	2,000	2,133	2,333	2,400	2,400

# <u>Service Activity:</u> Coordinate and manage the performance, construction, operation, and maintenance of the On-Street Parking System -- parking meters. (Transportation & Parking Services)

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Average revenue per parking meter, per year.	\$4,737,339/6,800	\$5,453,205/6,800	\$5,725,000/6,800	\$5,897,750/6,800	\$5,897,750/6,80
	= \$696.67	= \$801.94	= \$841.91	= \$867.32	0 = \$867.32

# <u>Service Activity:</u> Provide all street lighting engineering design services, including NRP areas requesting improved lighting. (Transportation & Parking Services)

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
# of lighting projects designed and constructed	9	10	10	10	10

### Primary Business: Ensure a Clean, Safe, Public Right-Of-Way

(Service activities and performance measures sorted by business)

### Service Activity: Control snow and ice on city streets, alleys and bridges. (Field Services)

Description: Publicize and distribute the City's snow emergency rules and operate hotline; declare and implement snow emergency plans (plow arterials and snow emergency routes within 24 hrs, plow alleys within 24 hrs, plow residential streets within 72 hrs); plow streets after smaller snowfalls, between snow emergencies and in response to complaints; sand and salt streets as needed; place barrels filled with sand in areas where there are traction problems, and clean intersection corners after major plowing to aid pedestrian traffic.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Annual snowfall	65 inches	53 inches	55 inches	55 inches	55 inches
# snow emergencies called	5	4	4	4	4
% citizens expressing satisfaction with snow plowing	N/A	74%	N/A	75%	75%
Expenditures per paved lane mile per inch of snow received	\$42.75	\$47.83	\$48.77		

#### Service Activity: Provide street and alley sweeping and cleaning. (Field Services).

Description: Street and alley sweeping and cleaning influences the water quality of our lakes, creeks and river. It also impacts perceptions of cleanliness. This includes posting, monitoring and coordinating temporary parking restrictions, sweeping streets and alleys, and disposing of debris. Street sweeping occurs for the entire city 3 times per year- spring, summer and fall. In addition, during non-winter months, downtown is swept frequently, particularly after special events and storms. The fall sweeping includes the disposal of leaves in an environmentally acceptable method.

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Cost per street sweeping per curb mile -Spring -Summer -Fall	\$315 \$228 \$368	\$474 \$289 \$524	\$425 \$305 \$596		
Tonnage of debris collected -Spring -Summer -Fall					
% citizens expressing satisfaction with keeping streets clean		83%			
% citizens who consider their neighborhood clean and well-maintained					
% citizens who consider downtown to be clean					

### Service Activity: Inspect and repair sidewalks as needed. (Field Services)

Description: The purpose of sidewalk inspection and repair is to maintain a safe and accessible environment for pedestrians. This activity occurs during non-winter months. Each area of the City is inspected on a 7-10 year cycle. In addition, inspectors respond to citizen complaints.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Administrative costs per sidewalk inspected and replaced (by property)	\$80.06	\$54.40	\$66.25		
% of city sidewalks inspected on an annual basis		9%	9%	9%	9%
# of sidewalk liability claims against the City and % paid	12 claims 17% paid	25 claims 4% paid	0 claims 0% paid	0 claims 0% paid	0 claims 0% paid

# <u>Service Activity:</u> Enforce snow removal ordinance by issuing warning tickets and removing uncleared snow. (Field Services)

Description: The purpose of enforcing the snow removal ordinance is to maintain a safe and accessible environment for pedestrians.

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
# tickets issued	3,189	1,020	1,925	2,000	2,000
Annual snowfall	65 inches	53 inches	55 inches	55 inches	55 inches
Administrative costs per warning ticket issued	\$45.65	\$128.37	\$70.35		
# and % of tickets requiring City crew clean up	366 11%	55 5%	165 9%		
# of complaints received		1,824			
# of liability claims against the City and % paid					

### <u>Service Activity:</u> Maintain and clean all landscaped areas of the public right of way. (Field Services)

Description: The city maintains a wide variety of landscaped properties throughout the city. These include tax forfeited properties, Orland triangle, Loring greenway, and the median along Olson Memorial Hwy. The different properties are of varying size and require different levels of service. Services include: mowing grass approximately every 10 days or as needed; maintaining plantings; providing weed control; fertilizing; cleaning up litter and debris; maintaining benches; providing winter maintenance; and removing graffiti. The City receives revenue from the State and County to maintain some state and county-owned property as well.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Total # acres	350	350	350	350	350
Average size of landscaped					
area					
Cost per acre to maintain green areas	\$3,837	\$4,428	\$5,406	\$4,453	\$4,453

## <u>Service Activity:</u> Manage and coordinate the Municipal Impound Lot. (Transportation & Parking Services)

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Number of tows per year	42,654	44,930	44,000	44,000	44,000

## <u>Service Activity:</u> Manage land-related aspects of City's street and alley rights of way. (Engineering Services)

Description: This includes processing of vacations, encroachments, site plans, and tax forfeited land transactions. Provide administration and inspection of: connections to Minneapolis water and sewer systems by public and private contractors; all excavation in Minneapolis' rights-of-way.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Number of vacations and encroachments permits reviewed per FTE	188	395	324	286	286
\$ generated from encroachment permit fees	\$38,320	\$24,590	\$22,000	\$25,000	\$25,000
# of excavations permits issued	3,449	3,407	3,337	3,398	3,398

Explanation of Key Performance Measures: These measures dependant upon industry demand for services.

### Primary Business: Support the City's Internal Operations

(Service activities and performance measures sorted by business)

# <u>Service Activity:</u> Provide Public Works management direction to efficiently and effectively accomplish services to meet City's Goals and Objectives. (Management Services)

Description: This includes performing management support to address inter-divisional and inter-departmental operational and administrative issues concerning utilization of departmental resources. This support service is provided to all Public Works agencies.

#### Key Performance Measures:

2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted

Explanation of Key Performance Measures: Management Services is in the process of creating performance measures for this service activity.

## <u>Service Activity:</u> Provide effective administrative management of City and Departmental personnel policies. (Management Services)

Description: Determine needs and provide direction to ensure that PW receives correct, complete, and timely human resources, payroll, and accounting services and information as defined by the Department. The customers of these services are PW and other organizations, both inside and outside City government.

#### Key Performance Measures:

2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted

Explanation of Key Performance Measures: Management Services is in the process of creating performance measures for this service activity.

## <u>Service Activity:</u> Provide leadership for and management of the Department's Safety and Loss Control Program. (Management Services)

Description: The Public Works Safety Group conducts and coordinates all OSHA and other regulatory mandated training, The Safety Group consults and advises Public Works departments on the development of operational policies and procedures. The Safety Group also provides a variety of services including worksite audits, worksite inspections, safety recordkeeping, accident investigations, defensive driving, safety research, safety consulting, respiratory fit testing and indoor air quality testing.

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Provide mandated safety training to all affected Public Works employees	770	850	800	750	750
Reduction in vehicular crashes	193	141	130	115	115
OSHA citations	6	1	1	0	0
Public Works employee safety complaints	37	34	25	20	20

# <u>Service Activity:</u> Provide liaison services for Public Works to the Neighborhood Revitalization Program . (Management Services)

Description: Includes providing Public Works assistance to NRP neighborhoods so that they receive appropriate input and assistance in developing neighborhood plans to ensure that engineering issues are satisfactorily resolved.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
# of reimbursement agreements processed with MCDA					

Explanation of Key Performance Measures: This is a new measurement which will be tracked starting in 2002.

# <u>Service Activity:</u> Provide maintenance and repair of Police Vehicles and Fire vehicles other Mobile Equipment. (Equipment Services)

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Fire Pumpers Count FTE's Required Maint cost per unit	23	23	23	23	23
	2.04	2.04	2.04	2.04	2.04
	\$14,771	\$12,271	\$12,700	\$13,145	\$13,145
Squads Count FTE's Required Maint cost per unit	275	261	260	260	260
	13.75	13.05	13.00	13.00	13.00
	\$2,700	\$1,910	\$1,977	\$2,046	\$2,046

## <u>Service Activity:</u> Assign and dispatch truck drivers, equipment operators and equipment. (Equipment Services)

Description: Assigns and dispatch for construction, maintenance, snow and ice control, emergencies, and other Public Works and Park Board field operations. Administer contracts for construction equipment and trucks to supplement the City's fleet during peak periods of activity.

### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Hours provided to Field ops	252,312	261,634	260,000	260,000	260,000
Disp/Admin cost/hour	\$2.87	\$2.95	\$3.05	\$3.16	\$3.16

# <u>Service Activity:</u> Provide maintenance and repair to Construction Equipment and Large Trucks, in compliance with Federal and State DOT regulations, for all Public Works field operations. (Equipment Services)

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Tandems Count FTE's Required Maint cost per unit	56 4.36 \$18,228	56 4.36 \$11,222	56 4.36 \$11,615	56 4.36 \$12,021	56 4.36 \$12,021
2 yd Loaders Count FTE's Required Maint cost per unit	14 1.09 \$16,780	14 1.09 \$13,067	14 1.09 \$13,524	14 1.09 \$13,998	14 1.09 \$13,998

# <u>Service Activity:</u> Procurement and Disposal Administration of mobile equipment. (Equipment Services)

Description: Prepare specifications, manage procurement and re-marketing of all mobile equipment and attachments.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Units Procured	73	154	160	138	138
\$ value of purchases	\$2,878,092	\$5,207,871	\$7,448,408	\$6,165,500	\$6,165,500
Procurment admin cost/unit	\$1,460	\$756	\$750	\$800	\$800
Squads beyond useful life	58%	43%	41%	33%	33%
Pumpers beyond useful life	65%	65%	64%	48%	48%
Tandems beyond useful life	18%	18%	13%	5%	5%
Loaders beyond useful life	50%	50%	50%	36%	36%
Sedans beyond useful life	11%	4%	4%	4%	4%
Pickups beyond useful life	35%	29%	11%	11%	11%

# <u>Service Activity:</u> Provide maintenance, service, and repair to Sedans and Light Trucks in order to provide reliable transportation for City departments and agencies. (Equipment Services)

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Sedans Count FTE's required Maint cost per unit % level of Preventive Maint with 1/2 hour	112 1.24 \$914 95%	101 1.12 \$869 95%	100 1.11 \$899 96%	95 1.06 \$931 96%	95 1.06 \$931 96%
3/4 T Pickups Count FTE's required Maint cost per unit	198 6.60 \$1,365	202 6.73 \$1,079	200 6.67 \$1,117	200 6.67 \$1,156	200 6.67 \$1,156

### **Service Activity:** Fueling Operations. (Equipment Services)

Description: - Provide gasoline and diesel motor fuel supply and distribution for City vehicles and equipment. This service activity supports all Public Works activities, the Minneapolis Fire Dept., MPRB, MCDA, MPHA, Head Start, etc.

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Fuel Gallons issued Distribution cost/gal Gap to retail (savings)/cost	1,432,517	1,682,002	1,700,000	1,700,000	1,700,000
	0.1708	0.2231	0.2309	0.2309	0.2309
	(\$0.23)	(\$0.20)	(\$0.20	(\$0.20	(\$0.20

# <u>Service Activity:</u> Provide for the wireless communications needs of City Departments. (Property Services)

Description: Purchase, installation, repair, and maintenance of related equipment including base station and microwave infrastructure, portable and mobile equipment, mobile data terminals, 911 Emergency Communications Center equipment, electronic support equipment including sirens, radar units, decoders, public addresses, and cable TV systems inside buildings, video, audio and control equipment and FCC licensing; maintenance of emergency generators for Police and other departments. Customers include Police, Fire, Public Works, and other city departments.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Cost to provide wireless communication services per unit per year	\$202.93/unit/year				
Cost to provide 800 MHz two way radio commulcation system per unit				\$36/per/unit	\$36/per/unit
Cost to provide mobile data computers per unit				\$30/per/unit	\$30/per/unit
computers per unit					

Explanation of Key Performance Measures: Starting in 2003 with the new 800 Mhz radio system in operation we will track costs specific to that system. Starting in 2003 with roll out of the new Police Moblie Data Computers we will track costs specific to that system. We are elimanating the cost to provide wireless communication services performanance measure due to the overly general nature of the data.

## <u>Service Activity:</u> Provide advanced planning, project coordination, and project management services for projects with multi-disciplinary professional service. (Property Services)

Description: This includes Architecture, Engineering, and Landscape Architecture for City and other governmental agencies such as MCDA, Park Board, NRP, MPHA, and the Minneapolis School Board.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
% billable hours compared to total hours	72%		75%	80%	80%

Explanation of Key Performance Measures: Due to several vacant position during 2001 we had inadquate data to to support our 2001 actual performanance measure.

### Service Activity: Provide a Central Stores Inventory Function. (Property Services)

Description: Procures and maintains a warehouse of stocked inventory to support Public Works construction and maintenance operations and also furnish other supplies and materials to City Departments and Boards.

### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Number of transactions per FTE per Year	5,090				

# <u>Service Activity:</u> Purchase, provide, and manage air time for cellular telephone equipment as requested and provide and manage paging services for all City Departments. (Property Services)

Description: Customers include Police, Fire, Public Works, and other City departments

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Cost to provide complete cell phone and pager services, excluding airtime expenses, per unit per year.	\$8.18 per unit per year. (2288 phones/.3FTE)				
Cost per minute used					

Explanation of Key Performance Measures: We are currently creating a new method and data base to analyse cellphone useage and plans. We anticipate significant savings by insuring people are utilizing the proper plans.

# <u>Service Activity:</u> Provide Traffic Stores that procures and stocks materials and equipment as requested for the Transportation Division and for other departments and agencies. (Property Services)

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Number of transactions per FTE per year	\$5,454/2 = \$2,727				

## <u>Service Activity:</u> Provide the environmental and geo-technical services function. (Field Services)

Description: This includes on-site and in-lab testing, inspection, research, and environmental and soil boring services to insure quality control of concrete, asphalt, and soils for Public Works construction, maintenance, plant operations, and special projects.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Annual overhead rate	2.5	2.5	2.5	2.5	2.5
% of billable hours	74	74	74	74	74

# <u>Service Activity:</u> Produce bituminous products for Public Works construction and maintenance projects. (Field Services)

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
# tons of asphalt produced	92,280 tons	86,859 tons	47,000 tons		
% of production goal achieved	103%	97%	100%		
% of total Recycled Asphalt Pavement asphalt products	90%	90%	90%		
% of passing asphalt tested passing quality control	98%	99%	99%		

<u>Service Activity:</u> Continue to develop and maintain a highly productive, diverse and professional workforce, and to create a work environment that promotes professional development and respect. (Management Services)

Description: This activity is focused in two areas: recruiting qualified employees from diverse populations; and, developing and retaining a highly trained and professional workforce.

#### Key Performance Measures:

	2000 Actual	2001 Actual	2002 Estimated	2003 Planned	2003 Adopted
Recruiting: % people of color & Women applicants % people of color & Women Eligible list Identification of recruiting list % of people of color & women hired					
Retention: % of people of color & women promoted Development & implementation of Trng prog					

Explanation of Key Performance Measures: All of the key performance measures for this service activity are new. Public Works is working with the Human Resource department to determine the availability of data for these measures. A process for acquiring data and tracking performance measures will be in place no later than December 2002.

#### **Financial Analysis:**

The Public Works Department 2003 Adopted Budget is 6.8%, or \$15.0 million, higher than the 2002 Adopted Budget across all funds. \$6 million of the increase is in salaries and wages, and is the result of labor agreements settled over the last year, and also the inclusion of seasonal employees that were allocated in non-personnel expenditure categories and capital organizations in prior years. Total target reductions across all funds is -\$1.2 million, and total additional decision package funding is \$2.7 million.

Public Works is funded by the General Fund, one grant fund, the Permanent Improvement Projects Fund, four internal services funds, and four enterprise funds.

The increases for the General Fund, Equipment Fund, and Property Services Fund are mostly due to new labor contracts. The Property Services Fund budget also includes the seasonal FTEs that were budgeted as non-personnel expenses and based in Capital Project organizations last year.

#### Administrative Services:

As part of the 2002 target strategy, 1.0 FTE was eliminated (\$72,000). The 2003 Adopted FTE count is 20. All of Administration's budget is in the General Fund, with a total expenditure increase from 2002 of \$50,300. This represents an increase of 2.6%.

#### Engineering Materials & Testing:

The increase in the 2003 Adopted Budget is 4.5%. Total budget is \$4,241,027 with 85% found in the Engineering Materials & Testing Fund and 15% found in the Public Works Stores Fund. The FTE count of 26.5 remains the same as last year.

#### **Engineering Services:**

The Council Adopted Budget increase over the 2002 Adopted budget is 17.3% in total. Engineering Services is funded by the Capital Improvements Fund (46% of total Adopted Budget), Sewer Enterprise Fund (39%), General Fund (9%), and Enterprise Fund (6%). The increase over 2002 is attributable to the recommendation of two decision packages totaling \$1.037 million (Establishment of Stormwater Utility Fee \$500,000; Combined Sewer Overflow Program \$537,000), and two labor agreement settlements that have occurred during the past year. The increase in salaries/benefits from 2002 is 11.2%. Personnel costs make up 61% of Engineering Services 2003 Adopted Budget of \$11,564,850. Total FTEs of 107.5 is an increase of 2.0 from the prior year.

#### **Equipment Services:**

This division operates out of the Equipment Fund. The 2003 Adopted Budget increases 7.4% from the 2002 Adopted. Total Adopted is \$31,942,824. Increases in salaries and wages, the result of labor contract agreements, make up the majority of the increase. Total FTEs decrease 1.0 FTE from 2002 as a result of the Adopted recommended target reduction to eliminate a vacant supervisor.

#### Field Services:

The General Fund 2003 Adopted Budget increase is 6.6% and the Sewer Enterprise Fund increase is 12.3%. The increase over 2002 is also due to labor agreements that have settled during the past year. Salaries and benefits comprise 44% of Field Services total Adopted Budget of \$29,931,048. The 204.1 FTE count reflects the addition of seasonal employees which were not included in the 2002 count, and the target reduction of 3.0 FTEs.

#### **Property Services:**

The 2003 FTE count is 29.05 higher because seasonal employees that were previously budgeted using non-personnel expense items are included as FTEs. These amounts will change as the federal appropriation is set. The Council concurred with the Mayor recommended decision package related to building GAP maintenance for \$130,000 that was not included in the base budget. The total Adopted Budget is higher by \$1,603,487, which represents a 16% increase. The CDBG budget includes funding for community center maintenance (\$160,000) and for a new effort to remove graffiti from public property (\$107,000).

#### Sewer Maintenance:

The budget for Sewer Maintenance is entirely in the Sewer Enterprise Fund, and increased 2.4% from the 2002 Adopted Budget. The 2003 Adopted Budget is \$39,854,876, with operating expenditures making up 89% of the total expenditures. Part of the Field Services Director cost is allocated to the Sewer Maintenance division causing an increase in the FTE count.

#### Solid Waste:

The total Adopted Budget is \$25,782,789, which is an increase of 2.4% over 2002. Total FTEs decreased 1.70 for a total count of 124.80. The decrease is the net effect of a target strategy reducing 4.0 FTEs and the inclusion of seasonal laborers that were formerly accounted for in non-personnel expenditure line items. The fund where this division is budgeted is the Solid Waste Fund. Total revenues are expected to increase 6%, or \$1.5 million to \$26.7 million.

#### Transportation:

This division is funded by the Municipal Parking Fund (75% of total budget), the General Fund (24%), and the Public Works Stores Fund (1%). The 2002 target strategy recommends the elimination of 1.0 vacant position. The 2003 Adopted Budget increase is 10.0%. Transportation has the largest budget of Public Works with \$47.3 million. Projected revenue is estimated to be \$65.6 million, which represents an increase of \$0.7 million across all funds. The Mayor has recommended one decision package

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related to parking ramp security system consolidation with which the Council concurred. The Council also adopted a decision package increasing the staffing of the Impound Lot by 2.5 FTEs to allow for more hours of service to the public.

#### Water:

The 2003 Council Adopted Budget increase is \$3.3 million, which represents a 10.7% increase over the prior year. The majority of the increase is due to the recommendation of increased security at water works facilities, and infrastructure maintenance. The decrease in FTEs is the result of transferring positions to Property Services. 2003 revenue is projected to be \$4.2 million higher for a total of \$56.9 million.

### Decision Package History Summary:

The majority of the decision packages that have been adopted for the past two years have been related to funding the Infrastructure Maintenance Gap. A decision package was adopted in 2002 to address the elimination of combined sewer overflow to allow for permit renewal from the Minnesota Pollution Control Agency. Several others are aimed at using resources more efficiently, such as the hiring of additional drivers and operators versus contracting out.

#### **Adopted Decision Packages**

Year	Division	Amount	Description	Fund
2002	Engineering	\$101,956	Infrastructure Gap- Capital Support Program	Permanent Improvement
2002	Engineering	\$59,598	Infrastructure Gap- Capital Support Program	Permanent Improvement
2002	Engineering	\$50,950	Infrastructure Gap	Water
2002	Engineering	\$566,926	Combined Sewer Overflow Project	Sewer
2002	<b>Equipment Services</b>	\$584,000	Contractual Repairs/ Maintenance	Equipment
2002	<b>Equipment Services</b>	\$506,494	Additional Drivers and Operators	Equipment
2002	Field Services	\$10,000	Infrastructure Gap - Bridge yr. 4	General
2002	Field Services	\$345,000	Infrastructure Gap - Street yr. 4	General
2002	Field Services	\$50,000	Infrastructure Gap - Alley yr. 4	General
2002	Property Services	\$160,000	Infrastructure Gap- Maintenance	Land and Buildings
2002	Transportation	\$332,054	Parking Services Business Plan	Municipal Parking
2002	Water	\$899,020	Infrastructure Gap - Water Treatment	Water Revenue
2001	Engineering	\$115,000	Mapping of Utilities	General
2001	Field Services	\$90,000	Infrastructure Gap - Bridge yr. 3	General
2001	Field Services	\$380,000	Infrastructure Gap - Street yr. 3	General
2001	Field Services	\$50,000	Infrastructure Gap - Alley yr.3	General
2001	Field Services	\$50,000	Infrastructure Gap - Bridge yr. 2	General
2001	Field Services	\$725,000	Infrastructure Gap - Street yr. 2	General
2001	Field Services	\$50,000	Infrastructure Gap - Alley yr. 2	General
2001	Property Services	\$50,000	Infrastructure Gap- Maintenance yr. 3	Land and Buildings
2001	Sewer Maintenance	\$150,000	Infrastructure Gap - Sewer yr.3	Sewer
2001	Transportation	\$120,000	Infrastructure Gap - Street Lights yr. 2	General
2001	Transportation	\$60,000	Infrastructure Gap - Signals yr. 3	General
2001	Transportation	\$10,000	Infrastructure Gap - Signs yr. 3	General
2001	Transportation	\$10,000	Infrastructure Gap - Signals yr. 2	General
2001	Transportation	\$20,000	Infrastructure Gap - Signs yr. 2	General
2001	Transportation	\$350,000	Living Wage Increase	Municipal Parking
2001	Water	\$90,000	Infrastructure Gap - Water Treatment yr. 3	Water Revenue

### **Summary of Target Strategies:**

The 2% and 4% target reduction options for Public Works total \$750,000 and \$1,500,000 respectively. Public Works has prepared a <u>prioritized</u> list of reduction options listed in the table below.

Target Reduction Options	Amount	Cumulative				
		Subtotal				
1. Move winter sweeping from Snow & Ice to Sewer Fund	\$275,500	\$ 275,500				
2. Eliminate PW Admin. Vehicle	\$ 8,000	\$ 283,500				
3. Eliminate vacant Clerk Typist position in Transportation	\$ 39,922	\$ 324,422				
4. Eliminate Field Services shop worker position	\$ 53,794	\$ 377,216				
5. Eliminate stock worker position in Field Services bridge section	\$ 55,094	\$ 432,310				
6. Complete the reallocation of routine traffic sign installation activities	\$101,006	\$ 533,316				
7. Close 44 <sup>th</sup> & Snelling facility, eliminate District Supervisor position	\$130,700	\$ 664,016				
8. Divert controller conversion capital funding to pedestrian LED conversion.	\$ 33,000	\$ 697,016				
Results in long term electrical savings.						
9. Reduce 5th (2003) Infrastructure Maintenance Gap increment, Alley	\$100,000	\$ 797,016				
Maintenance						
10. Reduce 5 <sup>th</sup> (2003) Infrastructure Maintenance Gap increment, Streetlight \$10,000						
Maintenance						
11. Reduce 5 <sup>th</sup> (2003) Infrastructure Maintenance Gap increment, Signal \$80,000						
Maintenance						
12. Reduce 5 <sup>th</sup> (2003) Infrastructure Maintenance Gap increment, Street	\$500,000	\$1,387,016				
Maintenance						
13. Reduce 5 <sup>th</sup> (2003) Infrastructure Maintenance Gap increment, Bridge \$ 50,000						
Maintenance						
14. Reduce Field Services staffing, 4 FTE at downtown district, 1 @ at each of \$424,350						
the four districts						
TOTAL	\$1,861,366					

### Council Adopted Target Strategies and Decision Packages:

The Mayor recommended 15 out of the 20 target strategies that were proposed. Eight of the recommended strategies are General Fund reductions. Public Works proposed five target strategies reductions related to GAP maintenance funding that are included in their base. The Council adopted Mayor's recommendations. The Mayor also recommended funding for 7 decision packages. The Council also adopted the Mayor's 7 funding recommendations, with the Council funding three additional amendments/decision packages.

Council Adopted Target Strategies	Fund	Expense	FTEs
1. Close 44 <sup>th</sup> & Snelling facility, eliminate District Supervisor position	General	(\$131,000)	-1.0
2. Move winter sweeping from Snow & Ice to Sewer Fund	General	(\$276,000)	
	Sewer	+\$276,000	
3. Eliminate stock worker position in Field Services bridge section	General	(\$ 55,000)	-1.0
4. Eliminate Field Services shop worker position	General	(\$ 54,000)	-1.0
5. Eliminate Administration Vehicle	General	(\$ 8,000)	
6. Reallocation of traffic sign installation activities	General	(\$101,000)	-2.0
7. Divert controller conversion capital funding to pedestrian LED	General	(\$ 33,000)	
conversion			
8. Eliminate vacant Clerk Typist	General	(\$40,000)	-1.0
9. Add 3 <sup>rd</sup> shift to reduce overtime in maintenance shop	Equipment	(\$200,000)	
10. Eliminate vacant supervisor	Equipment	(\$ 90,000)	-1.0
11. Reduce number of vehicles and parking space rental	Property	(\$ 24,000)	
12. Reduce amount of seasonal hours in Water Distribution	Water	(\$100,000)	
13. Discontinue pool cars in Haaf ramp	Equipment	(\$ 10,800)	
14. Reduce Holding Pond maintenance	Sewer	(\$ 84,000)	
15. Consolidate 2 routes	Solid	(\$280,000)	-4.0
	Waste		
GRAND TOTAL		(\$1,210,800)	-11.0

Council Adopted Target Strategies By Fund	Expense	FTEs
TOTAL GENERAL FUND	(\$698,000)	-6.0
TOTAL EQUIPMENT FUND	(\$300,800)	-1.0
TOTAL PROPERTY SERVICES FUND	(\$ 24,000)	
TOTAL SEWER RENTAL FUND	+\$192,000	
TOTAL WATER FUND	(\$100,000)	
TOTAL SOLID WASTE AND RECYCLING FUND	(\$280,000)	-4.0
GRAND TOTAL	(\$1,210,800)	-11.0

Council Adopted Decision Packages	Fund	Expense	FTEs
1. Establish Stormwater Utility Fee	Sewer	\$500,000	
2. Combined Sewer Overflow Program	Sewer	\$537,000	+2.0
3. Sanitary Sewer & Storm Drainage GAP Maintenance	Sewer	\$100,000	+1.0
4. Water Works Security	Water	\$500,000	
5. Water Treatement & Distribution GAP Maintenance	Water	\$600,000	
6. Building GAP Maintenance	Property	\$130,000	
7. Ramp Security System Consolidation	Parking	\$350,000	
8. Graffiti Removal on Public Property	CDBG	\$107,000	
9. Impound Lot Staffing	Parking	\$119,000	+2.5
10. Police precinct Janitorial Functions managed by Property Services	Property	\$ TBD	+1.0
GRAND TOTAL		\$2,943,000	+6.5
Council Adopted Decision Packages By Fund		Expense	FTEs
TOTAL COMMUNITY DEVELOPMENT BLOCK GRANT FUND		\$ 107,000	
TOTAL PROPERTY SERVICES FUND		\$ 130,000	+1.0
TOTAL SEWER RENTAL FUND		\$1,137,000	+3.0
TOTAL WATER FUND		\$1,100,000	
TOTAL PARKING FUND		\$ 469,000	+2.5
GRAND TOTAL		\$2,943,000	+6.5

Title: CLOSING OF SNELLING OFFICE

Fund # 0100 Agency # 607 Organization # 6160 6180 6220

Fund 0100 0100 0100	<u>Cost</u> (\$42,440) (\$42,440) (\$45,820)	Revenues	FTE's (0.50) (0.50)	Job Titles/Other related costs  District Street Supervisor (org 6160)  District Street Supervisor (org 6220)  Contractual/Operating Expenditures
Total	<b>(\$130,700)</b>			Contractual/Operating Expenditures

### Mayor's Recommendation:

The Mayor recommends this strategy.

Expense: (\$131,000) Revenue:

#### **Council Adopted:**

The Council concurs with this target strategy.

**Proposal Description:** As part of the long range Public Works facilities plan, the Street Maintenance District office at 44th and Snelling (4th District) will be closed and merged with the 5th District staff the newly remodeled facility at 6036 Harriet. This proposal includes the elimination of a Street District Supervisor I. Crews and staffing will be merged and reconfigured to serve the bulk of south Minneapolis out of the Harriet office.

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Describe how the proposal impacts your service activities and performance measures: Some minor impacts to service may be evident related to travel time since the District office is not centrally located in its service area.

**Title:** REDUCE STAFFING (Maintenance 4 Outlying Districts/4 Downtown)

Fund # 0100 Agency # 607 Organization # 6220 & 6240

<u>Fund</u>	Cost	<u>Revenues</u>	FTE's	Job Titles/Other related costs
0100	(\$400,350)		(8.0)	Construction Maintenance Laborers
0100	(\$24,000)			Equipment Rental Expenditures

#### Mayor's Recommendation:

The Mayor does not recommend this strategy.

Expense: -\$0- Revenue:

#### **Council Adopted:**

The Council concurs with the Mayor's recommendation.

#### Proposal Description: GRAND TOTAL \$ 424,350

Reduce permanent staffing on the maintenance crews. District maintenance crews would be reduced by one permanent FTE in each of the four Maintenance Districts and up to four additional on the Malls and Plazas crew for up to a total of 8. With current vacancies, and given the current usage of seasonal labor on the Malls and Plazas crew, this could be accomplished through attrition and less use of seasonal labor, rather than laying off permanent staff.

#### Describe how the proposal impacts your service activities and performance measures:

Summer mowing cycle times would increase. Litter control and miscellaneous cleaning activities would be reduced. The Street Department will not have in-house staff to meet the peak labor need activities such as the comprehensive spring and fall sweeps. It will require coordination with other Divisions for intermittent labor requirements. Spring may not be too great a problem as construction slowly gears up, but labor may not be available for the even more labor intensive fall sweep. Service delivery will have to be more focused and diminish the ability to answer a variety of complaints. Delivery of services performed for the state and county under routine maintenance agreements (i.e., the city is paid for these services) cannot be diminished, resulting in an even greater reduction of activities performed on city property. Snow clearing on city owned sidewalks will take longer (resulting in the city being out of compliance of its own ordinances).

Title: FUND WINTER CLEANING ACTIVITIES OUT OF FUND 7300

Fund # 0100 Agency # 607 Organization # 6220

<u>Fund</u>	Cost	Revenues	FTE's	Job Titles/Other related costs
0100	(\$275,500)			
7300	\$275,500			

#### Mayor's Recommendation:

The Mayor recommends this strategy.

**Expense:** (\$276,000) **Revenue:** \$276,000 (Fund 7300)

### **Council Adopted:**

The Council concurs with the Mayor's recommendation.

**Proposal Description:** During the winter season, a variety of street cleaning activities are performed during times that snow and ice control activities are not required. This strategy proposes that funding for these activities be transferred to the 7300 fund that supports street cleaning. The dollar amount represents an average cost of these ctivities as they will vary with the winter season. This would lessen the burden on the General Fund that supports snow and ice control, and place the financial responsibility in line with all other street cleaning activities.

Describe how the proposal impacts your service activities and performance measures: There would be no impact to service levels or performance measures.

Title: ELIMINATE BRIDGE STORES FUNCTION

**Fund #** 0100 **Agency #** 607 **Organization #** 6112

Fund<br/>0100Cost<br/>(\$55,094)Revenues<br/>(\$1.0)FTE's<br/>(1.0)Job Titles/Other related costs<br/>Stock Worker

#### **Mayor's Recommendation:**

The Mayor recommends this strategy.

Expense: (\$55,000) Revenue:

#### **Council Adopted:**

The Council concurs with the Mayor's recommendation.

**Proposal Description:** It is proposed to eliminate the Bridge Stores Function. The function provides support to bridge maintenance activities for the procurement of supplies and materials. These functions would be transferred to Central Stores and done by existing personnel.

Describe how the proposal impacts your service activities and performance measures: Increase in the amount of time supervisory personnel spends procuring supplies and materials.

Title: ELIMINATE SHOP WORKER POSITION

**Fund #** 0100 **Agency #** 607 **Organization #** 6160

Fund Cost Revenues FTE's Job Titles/Other related costs

0100 (\$53,794) (1.0) Shop Repair Worker

#### **Mayor's Recommendation:**

The Mayor recommends this strategy.

Expense: (\$54,000) Revenue:

### **Council Adopted:**

The Council concurs with the Mayor's recommendation.

**Proposal Description:** It is proposed to eliminate a Shop Worker Position. The position provides support to the repair and maintenance of street repair, lawn mowing and small snow plowing equipment. With the reduction in street repair and possible maintenance actives, this functional need is reduced.

Describe how the proposal impacts your service activities and performance measures: The elimination of this position will have an impact on the number of persons scheduled for work force coverage of equipment repair, which may have an effect of the turn-around time for servicing snow and ice control equipment. In addition, replacement cycles of equipment may need to be shortened to assure equipment availability for task assignments.

Title: ELIMINATE PUBLIC WORKS ADMIN. & MANAGEMENT SERVICES VEHICLE

**Fund #** 0100 **Agency #** 650 **Organization #** 6510

Fund Cost Revenues FTE's Job Titles/Other related costs

0100 (\$8,000)

### Mayor's Recommendation:

The Mayor recommends this target strategy. **Expense:** (\$8,000) **Revenue:** 

### **Council Adopted:**

The Council concurs with the Mayor's recommendation.

**Proposal Description:** This proposal would eliminate the vehicle that is currently available to be used by all Public Works Administration and Management Services employees in City Hall as well as PW Finance staff in City Hall. The savings are from discontinuing vehicle rental and parking space rental

in the Haaf Parking Ramp. In place of this vehicle, staff would either use their personal vehicles and receive mileage reimbursements or staff would use taxi cabs to get to other City sites.

Describe how the proposal impacts your service activities and performance measures: This request will have minimal impact on services activities within Public Works.

Title: REALLOCATION OF TRAFFIC SIGN INSTALLATION ACTIVITIES

**Fund #** 0100 **Agency #** 685 **Organization #** 6874

Fund Cost Revenues FTE's Job Titles/Other related costs

0100 (\$101,000) (2.0) Contruction Main Laborer & Crew Leader

## **Mayor's Recommendation:**

The Mayor recommends this strategy.

Expense: (\$101,000) Revenue:

#### **Council Adopted:**

The Council concurs with the Mayor's recommendation.

**Proposal Description:** This initiative will continue to move and incorporate the scheduled routine replacement of traffic signage (100,000 signs in total) throughout the City in with the reconfigured Field Services Street Maintenance organization. In accomplishing this, the sign installation function in Traffic Field Operations will focus on new sign installation, placement of sign mounting posts, and replacing signs damaged by accidents. Routine replacement of faded signs will be done by Field Services personnel, primarily during the non-construction seasons.

Title: PEDESTRIAN LED CONVERSION FUNDING CHANGE

Fund # 0100 Agency # 685 Organization # 6874

<u>Fund Cost Revenues FTE's Job Titles/Other related costs</u>

0100 (\$33,000)

#### Mayor's Recommendation:

The Mayor recommends this strategy. **Expense:** (\$33,000) **Revenue:** 

## **Council Adopted:**

**Proposal Description:** By diverting controller conversion capital funding (4100-943-9440) in the amount of \$375,000 to accomplish the Pedestrian LED Conversion at 160 intersections this results in a long term electrical savings in the General Fund of \$33,000. A request has been sent to T&PW to shift the capital dollars to start the LED changeover. There is no impact on FTE's because these are savings in energy costs.

Title: ELIMINATE VACANT CLERK TYPIST POSITION

**Fund #** 0100 **Agency #** 685 **Organization #** 6874

Fund<br/>0100Cost<br/>(\$40,000)Revenues<br/>(\$40,000)FTE's<br/>(1.0)Job Titles/Other related costs<br/>Clerk Typist II

## Mayor's Recommendation:

The Mayor recommends this strategy.

Expense: (\$40,000) Revenue:

## **Council Adopted:**

The Council concurs with the Mayor's recommendation.

**Proposal Description:** This will eliminate a vacant Clerk Typist II position in the Transportation & Parking Services Division courthouse office.

Title: ADD 3RD SHIFT MONDAY THROUGH FRIDAY IN MAINTENANCE SHOPS

Fund # 6100 Agency # 685 Organization # 6752

FundCostRevenuesFTE'sJob Titles/Other related costs6100(\$200,000)Shop overtime reductions M-F.

## **Mayor's Recommendation:**

The Mayor recommends this strategy.

Expense: (\$200,000) Revenue:

## **Council Adopted:**

**Proposal Description:** Equipment maintenance shops are currently staffed for two shifts: day shifts and swing shifts. This proposal includes the addition of a 3rd (night) shift from Monday thru Friday. This additional shift will be staffed from existing personnel and 2 vacant positions within the Division. This 3rd shift, Monday thru Friday, will reduce shop overtime, especially during the snow removal season, and improve service to ESD customers by servicing the City's fleet during periods when the equipment is not in use.

Title: ELIMINATE VACANT SUPERVISOR POSITION

**Fund #** 6100 **Agency #** 675 **Organization #** 6752

FundCostRevenuesFTE'sJob Titles/Other related costs6100(\$90,000)(1.0)Supervisor-Equipment

#### Mayor's Recommendation:

The Mayor recommends this strategy.

Expense: (\$90,000) Revenue:

## **Council Adopted:**

The Council concurs with the Mayor's recommendation.

**Proposal Description:** With the recent reorganization of Public Works, the Equipment Services Division was combined with the Property Services Division under the direction of the Director, Property Services.

Because of the realignment of the two divisions and the efficiencies resulting from the consolidation of supervisory responsibilities, and, consistent with current budgetary constraints, we are able to redistribute the duties of a Supervisor, Equipment, position.

Title: REDUCTION IN EQUIPMENT/PARKING RENTAL

Fund # 6200 Agency # 680 Organization # 6824

Fund Cost Revenues FTE's Job Titles/Other related costs (\$24,000)

#### **Mayor's Recommendation:**

The Mayor recommends this strategy.

Expense: (\$24,000) Revenue:

## **Council Adopted:**

**Proposal Description:** Property Services custodial staff would buy additional cleaning equipment (no longer transport equipment from site to site, requiring the use of vans) and cross-utilize three Property Services vehicles used by the maintenance staff during first shift. Property Services professional staff would reduce one pool car. Savings would also be realized through reduction in parking space rental. Net savings is 4 vehicles and one parking space.

Title: REDUCE THE AMOUNT OF PERMIT STAFFING HOURS NECESSARY

Fund # 7400 Agency # 690 Organization # 6980

Fund Cost Revenues FTE's Job Titles/Other related costs

7400 (\$100,000)

## Mayor's Recommendation:

The Mayor recommends this strategy.

Expense: (\$100,000) Revenue:

## **Council Adopted:**

The Council concurs with the Mayor's recommendation.

**Proposal Description:** The Water Distribution Maintenance section will reduce the amount of seasonal labor hours at the Water East Yard facility. Duties and tasks have been consolidated and made more efficient through the Change Management process that the Water Division is going through.

Describe how the proposal impacts your service activities and performance measures: This request will have minimal impact on services activities within Public Works.

Title: DISCONTINUE PROVIDING CITY POOL CARS AT THE HAAF RAMP

**Fund #** 6100 **Agency #** 675 **Organization #** 6752

Fund Cost Revenues FTE's Job Titles/Other related costs

6100 (\$10,800) Reduced parking costs.

#### Mayor's Recommendation:

The Mayor recommends this strategy.

Expense: (\$10,800) Revenue:

## **Council Adopted:**

**Proposal Description:** ESD currently provides a fleet of four (4) sedans and one (1) van in the Haaf Ramp for daily rental by City Departments/Agencies. Based on the usage, daily/half day rental rates and parking costs, ESD incurred a loss of \$17,400 in 2001.

Because of budgetary constraints, ESD is forced to identify and eliminate service activities within its operations that are not cost effective or are not within the core services Public Works is charged with providing. The pool cars being provided at the Haaf Ramp are currently not cost neutral. By no longer providing pool cars at the Haaf Ramp, ESD will be able to more efficiently accomplish its mission along with that of Public Works.

Title: ADDING ONE JANITOR FOR MPLS. POLICE DEPT. PRECINCTS

Fund # 6200 Agency # 680 Organization # 6827

Fund<br/>6200Cost<br/>TBDRevenues<br/>1.0FTE's<br/>Janitorial WorkerJob Titles/Other related costs<br/>Janitorial Worker

## Mayor's Recommendation:

The Mayor does not recommend this decision package.

Expense: -\$0- Revenue:

# **Council Adopted:**

The Council adopted the motion to authorize the Finance Officer to modify the FTE and appropriation levels of the Public Works Property Services and the Police Department.

**Expense:** To Be Determined **Revenue:** 

**Proposal Description:** The MPD Downtown Command is currently in leased space that includes janitorial services in the monthly lease payment. The new City owned and operated Downtown Command Facility will be completed and occupied by the MPD in August of 2002. Comprehensive janitorial services will be provided by Property Services for the renovated facility. Property Services will require additional staffing to provide this service.

The Council instead approved a pilot program that will begin in 2003 involving the transfer of all janitorial precinct functions from the Police Department to the Property Services Division. Once the program is underway, 1.0 FTE Janitorial Worker positions will be transferred from the Police Department to the Property Services Division, with the amount of property services rent charged to the Police Department modified to reflect the FTE transfer.

Title: CREATE A SECURITY COORDINATOR POSITION

Fund # 6200 Agency # 680 Organization # 6801

FundCostRevenuesFTE'sJob Titles/Other related costs6200\$85,0001.0Security Coodinator

# **Mayor's Recommendation:**

The Mayor does not recommend this decision package.

Expense: -\$0- Revenue:

**Council Adopted:** 

The Council concurs with the Mayor's recommendation.

Expense: -\$0- Revenue:

**Proposal Description:** In light of the tragic events of September 11, 2001 the City has reassessed the security and safety of its employees and physical assets. In November 2001 the City Council established the City Security Response Team to develop and implement recommendations on Security and Safety issues. The Security Response Team has determined that a new position is required to organize, implement, monitor, and coordinate the City's security program across all City properties and departments. Property Services was asked by the Security Response Team to submit a request in the 2003 budget process to establish a Security Coordinator position within Property Services.

Title: CONSOLIDATE HOLDING POND MAINTENANCE

Fund # 7300 Agency # 630 Organization # 6310

Fund Cost Revenues FTE's Job Titles/Other related costs

7300 (\$83,536)

## **Mayor's Recommendation:**

The Mayor recommends this target strategy. **Expense**: (\$84,000) **Revenue**:

## **Council Adopted:**

The Council concurs with the Mayor's recommendation.

Title: ESTABLISH STORMWATER UTILITY FEE

Fund # 7300 Agency # 600 Organization # 6065

Fund<br/>7300Cost<br/>\$500,000Revenues<br/>\$500,000FTE's<br/>FTE'sJob Titles/Other related costs

## Mayor's Recommendation:

The Mayor recommends this decision package. **Expense:** \$500,000 **Revenue:** 

# **Council Adopted:**

The Council concurs with the Mayor's recommendation.

Expense: \$500,000 Revenue:

**Proposal Description:** During 1995, Public Works evaluated the creation of a Stormwater Utility Fee. The fee would have been added to the monthly utility bill. Revenues would be used to fund stormwater related programs and projects, including CSO debt service, programs mandated by the NPDES stormwater permit, and capital improvement projects that are intended to improve the quality of stormwater runoff. Historically, stormwater related projects have been funded by the Sewer Fund. In 1995, it was found that the total utility fee that would be paid by the residential customer would be about the same whether or not sewer-related charges were split into two line items on the utility bill. However, there would be many properties in the City where having separate stormwater and sanitary sewerage charges would significantly change their bills.

Since 1995 the City has implemented significant stormwater related changes. In 1997 a \$60M flood mitigation program was approved. During 1999, the funding for street sweeping was deemed to be a water quality benefit and the cost for the entire sweeping program was transferred to the sewer fund. In 2000, the City was sued by a property owner contending that use of sewer funds for stormwater related costs is in fact inequitable. Finally, in 2001, the MPCA notified the City that significant additional improvements to the storm drainage and sanitary sewer system will be necessary to further reduce, and probably eliminate, the ongoing overflows of combined sewage to the Mississippi River (CSO).

In addition to this, the EPA is considering the future implementation of the TMDL regulation that would have significant financial impact to Public Works.

If Minneapolis creates a stormwater user fee, the fee would be equitable between different land use codes, be consistent with other city fee systems, and should use existing information sources.

Advantages and disadvantages to creating a new fee:

## pros:

Allocates costs based on pollution and runoff potential Shows City's emphasis on maintaining environment Coordinates all stormwater functions into dedicated fund

Allows for credits to properties which have onsite stormwater structures

Ability to charge all property owners

#### cons:

New fee

Will require changes to Utility Billing System

Will require creation and ongoing maintenance of data about land use and changes in land

use.

Therefore, staff is recommending that the feasibility of a stormwater utility fee be re-evaluated. The estimated cost to hire a consultant to complete the study is \$250,000. Cost of the implementation of the stormwater utility fee is estimated at an additional \$250,000. This request would be funded from Fund 7300, Storm and Sanitary Sewers.

Title: COMBINED SEWER OVERFLOW PROGRAM

Fund # 7300 Agency # 600 Organization # 6065

FundCostRevenuesFTE'sJob Titles/Other related costs7300\$106,0002.0Engineering Aide II7300\$162,658Operating expenses.7300\$250,000One-time consultant cost7300\$18,170One-time computer workstation and sets	etup
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## Mayor's Recommendation:

The Mayor recommends this decision package. **Expense:** \$537,000 **Revenue:** 

## **Council Adopted:**

The Council concurs with the Mayor's recommendation.

Expense: \$537,000 Revenue:

**Proposal Description:** Background: The City of Minneapolis and the Metropolitan Council are joint permit holders for a Minnesota Pollution Control Agency (MPCA) permit that regulates combined sewer overflows (CSO) into the Mississippi River. This permit expired on June 30, 2001 and we have begun talks with the MPCA for renewal. It appears that the total elimination of CSOs, perhaps within 5 years, will be a condition of the new permit and the MPCA would like to see this issue resolved as quickly as possible. Some environmental groups are also very concerned about the City's efforts as well. Our challenge was to formulate a long-range for eliminating CSOs, so as to have the permit reissued as quickly as possible and begin the work to create a cleaner river, alleviate a potential public health issue, and complete improvements for a more efficient waste treatment system.

Staff and outside analysis has clearly shown that CSOs occur when there are heavy rains. In certain areas of the City, runoff from buildings, parking lots and streets that drained directly to the sanitary sewers fills up the capacity of the pipes and overflows into the adjoining stormwater system, which ends up putting millions of gallons of combined sewage and stormwater into the Mississippi River.

<u>Solutions</u>: To correct this problem, a multi-pronged plan has been recommended including the following:

- Community outreach and education
- Residential and commercial buildings rainleader disconnection
- Capital improvements to the system

A three-department project team of Public Works, Regulatory Services and Public Affairs would jointly carry out an intensive five to six year plan. The 2002 budget included 6 new FTEs (3 in Regulatory Services and 3 in Public Works). 5 FTEs (plumbing inspectors) were also approved to start in 2003.

<u>Proposal Overview</u>: This project would be funded entirely from the Sewer Rental Fund. A potential funding source for this request is described in another decision package for the establishment of a Stormwater Utility Fee.

There are 2 additional FTEs that are now requested for this project including operating budgets for these additional FTEs and the 5 FTEs already approved for 2003. The other primary components of this proposal are to fund supporting services for the overall program:

- Flow and pollutant monitoring services and equipment
- Public education program services and materials

 Consultant services for City sanitary in-line storage/hydraulic modeling study to identify specific system improvements

## Proposal Details:

- City sanitary in-line storage/hydraulic modeling study: This proposal component would provide funding to hire a consultant to look for in-line storage opportunities in large City-owned sanitary pipes. The study would require flow monitoring and modeling to find safe and effective locations for system modifications. This was not within the scope of the recently completed CSO Separation Evaluation Project. This Project only evaluated in-line storage opportunities in the Metropolitan Council's interceptor system. Adding in-line storage in the City sanitary system would offer considerable cost-savings over construction of large underground off-line storage or conveyance facilities. Space requirements may make sites for such facilities difficult to locate in a fully developed city because of the amount of underground utilities currently existing within City right-of-ways and lack of available property outside of City right-of-ways. Such facilities may also be problematic and expensive to maintain. The CSO Separation Evaluation Project recommended primary corrective actions of interceptor modifications by the Met Council, and inflow reduction by the City through private (roof rainleader, parking lot) and public (catch basin, area drain) inflow source disconnection. Study and implementation of additional improvements to increase storage capacity were recommended to achieve the ultimate goal of total elimination of combined sewer overflows.
- ES staffing additions and operating budget (2 Engineering Aides): This proposal will add 2 technicians to the 3 FTE CSO engineering team approved last year for 2002-2006. \$5 million a year in capital projects have been estimated for the CSO 2 Program. Capital project engineering teams are typically comprised of 1 engineer and 3 or 4 technicians. In addition to CSO capital project design, plan production, and construction management; this engineering team will have additional duties. This team will provide technical engineering expertise, GIS maps, and database support for rainleader disconnection inspections and permitting by Regulatory staff. Other duties include identification and research of problems in high inflow areas, completion of status reports and annual CSO permit reports, and contract management for studies, modeling, and monitoring to help identify sanitary system improvements and evaluate the effectiveness of improvements implemented prior to overflow elimination. The contractual services included in the operating budget are for flow monitoring during the rainy season in order to:
- 1. Help identify needed sanitary system improvements or repairs by data collection and field investigations of inflow problems, and to
- 2. Evaluate the effectiveness of improvements implemented prior to overflow elimination. This step was recommended in the CSO Separation Evaluation Project Final Report. Monitoring prior to overflow elimination will help determine whether the job of CSO control is complete, and if overflow bypasses can be closed without causing sewage backups in homes and businesses or damage to sewerage infrastructure.

Title: WATER WORKS PROPOSED SECURITY STAFFING

Fund # 7400 Agency # 690 Organization # 6930

Fund Cost Revenues FTE's Job Titles/Other related costs

7400 \$1,544,000 10.0 Security Guards 12.0 Police Officers

#### **Mayor's Recommendation:**

The Mayor recommends part of this decision package.

Expense: \$500,000 Revenue:

# **Council Adopted:**

The Council concurs with the Mayor's recommendation.

Expense: \$500,000 Revenue:

**Proposal Description:** The addition of twelve (12) Mpls. Police Officers including benefits and training; three (3) Squad Cars including accessories and fuel for \$1,000,000. The addition of ten (10) Security Guards including benefits for \$544,000.

This is to provide access control and security for 8 geographically diverse Water Works sites.

Title: RAMP SECURITY SYSTEM CONSOLIDATION OF THREE RAMPS TO CENTRAL FACILITY

Fund # 7500 Agency # 685 Organization # 6892

Fund Cost Revenues FTE's Job Titles/Other related costs

7500 \$350,000

#### Mayor's Recommendation:

The Mayor recommends this decision package. **Expense:** \$350,000 **Revenue:** 

#### **Council Adopted:**

The Council concurs with the Mayor's recommendation.

Expense: \$350,000 Revenue:

**Proposal Description:** As the City accomplishes the consolidation of all 9 individual CCTV Security Monitoring Centers into a single central facility, it will improve cost efficiency and minimize personnel with state-of-the-art equipment, and ultimately generate staff and equipment savings of over \$1,000,000 per year upon completion of the final phase to the Municipal Parking enterprise fund.

This centralization achievement is made possible by utilizing a downtown Fiber Optic Network (FON) installed by Public Works Transportation & Parking Services, in an effort to transform City services through optimizing information and technology systems.

This is not a request for ongoing funding, but a one time request of funding for this phase of the project. With this funding, we will bring the Plaza/Orchestra Hall monitoring center to the central facility and will have 5 of the 9 separate monitoring centers centralized. We would intend to return in subsequent budget years with further one-time requests to complete the project.

Savings of \$165,000 per year are expected.

Title: ADEQUATE IMPOUND LOT STAFFING OR REDUCE HOURS OF OPERATION

**Fund #** 7500 **Agency #** 685 **Organization #** 6898

<u>Fund</u>	Cost	Revenues	FTE's	Job Titles/Other related costs
7500	\$176,000		4.0	Vehicle Record Aides
7500	\$53,000		1.0	Supervisor

# **Mayor's Recommendation:**

The Mayor does not recommend this decision package.

Expense: -\$0- Revenue:

# **Council Adopted:**

The Council adopted partial funding and approval for 1.5 Record Aides and 1.0 Supervisor positions for this decision package. This level of additional staffing would allow 17 hours of daily operation. A \$3 increase to the impound charge will go into effect April 1, 2003.

**Expense:** \$119,000 **Revenue:** \$119,000

**Proposal Description:** Request to adequately staff the Impound Lot during the present hours of operation, or to reduce the official hours of Impound Lot operations.

Currently the Impound Lot needs to employ staff from other City departments or hire permit employees in order to accommodate its customers with a reasonable level of customer service during peak seasonal hours of operation such as Snow Emergencies and Street Sweeping. The creation of a trained employee pool would enable the Impound Lot to utilize a workforce familiar with a complex operation involving cash transactions. This change would require 5 FTE's, 4 Vehicle Records Aides and 1 Supervisor. The funding for these positions is available within the Parking Fund and is well within the revenues of the Impound Lot. The Impound Lot has paid for these positions in previous years from redirected dollars from other line items and from appropriation increases above the original budget. It is proposed to utilize the HR category of personnel known as a permanent intermittent position for the Vehicle Records Aides, pending union approval. These additional staff would also drastically reduce the need for overtime at the Impound Lot.

The Impound Lot currently does not have enough properly trained supervisors available for the late night shift and for coverage of the 7 day a week operation and for coverage of sickness and/or vacations of the other supervisors.

The Impound Lot is currently closed from 3 a.m. until 6 a.m. daily except during Snow Emergencies. Without this additional staffing, the Impound Lot will need to reduce its hours of operation to 8 a.m. until 12 midnight, which can be accomplished within the current authorized personnel levels. Reducing the hours of operation would impact owners of cars towed at night who attempt to pickup their vehicles prior to 8 a.m.

Title: ELIMINATE TWO SOLID WASTE ROUTES

Fund # 7700 Agency # 664 Organization # 6641

FundCostRevenuesFTE'sJob Titles/Other related costs7700(\$200,000)(4.0)Solid Waste & Recycling Workers7700(\$80,000)Reduction of 2 trucks and related costs

## **Mayor's Recommendation:**

The Mayor recommends this target strategy. **Expense:** (\$280,000) **Revenue:** 

# **Council Adopted:**

The Council concurs with the Mayor's recommendation.

**Proposal Description:** Solid Waste and Recycling is proposing to eliminate 2 municipal solid waste collection routes by consolidating the two subject routes into other existing routes, thus eliminating 4.0 Solid Waste & Recycling Worker positions and 2 of our oldest packer trucks.

**Describe how the proposal impacts your service activities and performance measures:** This reduction will not affect any customer service adversely.

Title: SANITARY SEWER GAP MAINTENANCE

Fund # 7300 Agency # 630 Organization # 6310

FundCostRevenuesFTE'sJob Titles/Other related costs7300\$100,000+1.0Engineering Aide II

# **Mayor's Recommendation:**

The Mayor recommends this decision package. **Expense:** \$100,000 **Revenue:** 

## **Council Adopted:**

The Council concurs with the Mayor's recommendation.

Expense: \$100,000 Revenue:

**Proposal Description:** As described in the 1997, "State of the Public Infrastructure," report, this is the fifth annual increment of the approved 10 year phased plan. This request for (2003) Sanitary Sewer maintenance funding will provide for the following:

- Add one Engineering Aide II to assist with the sewer maintenance related records and paperwork for increased NDPES permit requirements and to assist with overall sewer maintenance scheduling.
- Contract out peak loads of sewer maintenance activities, such as sewer line television inspection, television inspection of the Park Board sewer system, sewer jet cleaning, and sewer system rehabilitation work.

Title: WATER TREATMENT & DISTRIBUTION GAP MAINTENANCE

**Fund #** 7400 **Agency #** 690 **Organization #** 6990

<u>Fund</u> <u>Cost</u> <u>Revenues</u> <u>FTE's</u> <u>Job Titles/Other related costs</u>

7400 \$600,000

# **Mayor's Recommendation:**

The Mayor recommends this decision package. **Expense:** \$600,000 **Revenue:** 

# **Council Adopted:**

The Council concurs with the Mayor's recommendation.

Expense: \$600,000 Revenue:

**Proposal Description:** As described in the 1997, "State of the Public Infrastructure," report, this is the fifth annual increment of the approved 10 year phased plan. This request for (2003) Water treatment and distribution maintenance funding will provide for the following:

Increased activity in repair, restoration and/or replacement for coagulation basins, coagulation corridor ceilings, and heating/ventilating/air conditioning (HVAC) components and systems all within the treatment and pumping facility. Also, included are the repair, restoration and/or replacement of hydrants, small valves and manholes in the distribution system.

Title: BUILDINGS- GAP MAINTENANCE

Fund # 6200 Agency # 680 Organization # 6821

<u>Fund</u> <u>Cost</u> <u>Revenues</u> <u>FTE's</u> <u>Job Titles/Other related costs</u>

## Mayor's Recommendation:

The Mayor recommends this decision package.

Expense: \$130,000 Revenue:

# **Council Adopted:**

The Council concurs with the Mayor's recommendation.

Expense: \$130,000 Revenue:

**Proposal Description:** As described in the 1997, "State of the Public Infrastructure," report, this is the fifth annual increment of the approved 10 year phased plan. This request for (2003) building maintenance funding will provide for the following:

Increase the frequency of carpet replacement in City owned buildings and increase the amount of preventative exterior maintenance to walls and roof systems for City owned buildings.

Title: GRAFFITI REMOVAL ON PUBLIC PROPERTY

Fund # 0400 Agency # 680 Organization # 6824

Fund Cost Revenues FTE's Job Titles/Other related costs

0400 \$107,000

#### **Council Adopted:**

The Council adopted the motion to fund a graffiti removal program.

Expense: \$107,000 Revenue:

**Proposal Description:** This is a capital program added to the Community Development Block Grant program for graffiti removal on public property by Public Works. The program will target graffiti on public property in low to moderate income areas of Minneapolis.

# PW - ADMINISTRATIVE SERVICES Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
General Fund - City						
Contractual Services	164,260	139,753	254,962	252,474	-1.0%	-2,488
Equipment	39,829	41,044	26,250	26,775	2.0%	525
Fringe Benefits	181,103	263,211	315,282	337,696	7.1%	22,414
Operating Costs	60,927	81,277	77,064	79,340	3.0%	2,276
Salaries and Wages	945,082	1,228,459	1,297,890	1,325,463	2.1%	27,573
Total for General Fund - City	1,391,201	1,753,745	1,971,448	2,021,748	2.6%	50,300
Total for PW - ADMINISTRATIVE SERVICES	1,391,201	1,753,745	1,971,448	2,021,748	2.6%	50,300

# PW - ADMINISTRATIVE SERVICES Revenue Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
General Fund - City						
Charges for Sales	0	0	250	250	0.0%	0
Charges for Service	618,173	1,222,380	1,340,000	1,340,000	0.0%	0
Interest	0	9	0	0	0.0%	0
Other Misc Revenues	88	0	0	0	0.0%	0
Total for General Fund - City	618,261	1,222,389	1,340,250	1,340,250	0.0%	0
Total for PW - ADMINISTRATIVE SERVICES	618,261	1,222,389	1,340,250	1,340,250	0.0%	0

# **PW - ADMINISTRATIVE SERVICES Business Line Expense Information**

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
MANAGEMENT SERVICES						
General Fund - City						
Contractual Services	64,109	76,925	166,209	161,533	-2.8%	-4,676
Equipment	23,968	15,799	10,250	10,455	2.0%	205
Fringe Benefits	114,585	183,668	223,131	228,771	2.5%	5,640
Operating Costs	45,445	57,629	61,788	63,758	3.2%	1,970
Salaries and Wages	617,131	884,975	913,579	930,113	1.8%	16,534
Total for General Fund - City	865,238	1,218,996	1,374,957	1,394,630	1.4%	19,673
Total for MANAGEMENT SERVICES	865,238	1,218,996	1,374,957	1,394,630	1.4%	19,673
SAFETY/RISK MANAGEMENT						
General Fund - City						
Contractual Services	95,611	59,214	55,221	56,738		1,517
Equipment	15,860	15,020	15,500	15,810		310
Fringe Benefits	35,803	45,184	56,236	62,030		5,794
Operating Costs	14,797	22,926	14,900	15,198		298
Salaries and Wages	185,102	196,074	235,064	245,317	4.4%	10,253
Total for General Fund - City	347,173	338,417	376,921	395,093	4.8%	18,172
Total for SAFETY/RISK MANAGEMENT	347,173	338,417	376,921	395,093	4.8%	18,172
SPECIAL ASSESSMENTS						
General Fund - City	4.540	2.045	22 522	24 202	0.00/	074
Contractual Services	4,540	3,615	33,532	34,203		671
Equipment	0 20.715	10,226	500	510		10 000
Fringe Benefits	30,715	34,359 722	35,915	46,895		10,980
Operating Costs	685		376	384		8
Salaries and Wages	142,850	147,411	149,247	150,033		786
Total for General Fund - City	178,789	196,332	219,570	232,025	5.7%	12,455
Total for SPECIAL ASSESSMENTS	178,789	196,332	219,570	232,025	5.7%	12,455
Total for PW - ADMINISTRATIVE SERVICES	1,391,201	1,753,745	1,971,448	2,021,748	2.6%	50,300

# PUBLIC WORKS ADMINISTRATION Staffing Information

	2000	2001	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
FTE's by Division						
Management Services	13.00	13.00	14.00	13.00	-7.14%	(1.00)
Safety/Risk Management	4.00	4.00	4.00	4.00	0.00%	-
Special Assessments	3.00	3.00	3.00	3.00	0.00%	-
Total FTE's	20.00	20.00	21.00	20.00	-4.76%	(1.00)

# PW - ENG MATERIALS & TESTING Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Internal Service Funds						
Contractual Services	667,281	652,305	651,648	682,312	4.7%	30,664
Equipment	2,062	0	2,000	2,040	2.0%	40
Fringe Benefits	322,229	325,160	370,284	426,427	15.2%	56,143
Operating Costs	1,686,407	1,510,390	1,782,550	1,819,051	2.0%	36,501
Salaries and Wages	1,137,807	1,165,389	1,253,755	1,311,197	4.6%	57,442
Total for Internal Service Funds	3,815,786	3,653,244	4,060,237	4,241,027	4.5%	180,790
Total for PW - ENG MATERIALS & TESTING	3,815,786	3,653,244	4,060,237	4,241,027	4.5%	180,790

# PW - ENG MATERIALS & TESTING Revenue Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Internal Service Funds						
Charges for Sales	4,098,772	3,979,359	3,868,000	3,412,000	-11.8%	-456,000
Charges for Service	1,386,258	1,158,211	1,483,000	1,275,000	-14.0%	-208,000
Federal Government	0	54,541	0	0	0.0%	0
Interest	0	21	0	0	0.0%	0
Other Misc Revenues	79,071	45,706	0	0	0.0%	0
State Government	-112,127	0	0	0	0.0%	0
Total for Internal Service Funds	5,451,973	5,237,839	5,351,000	4,687,000	-12.4%	-664,000
Total for PW - ENG MATERIALS & TESTING	5,451,973	5,237,839	5,351,000	4,687,000	-12.4%	-664,000

# **PW - ENG MATERIALS & TESTING Business Line Expense Information**

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
ASPHALT PLANT						
Internal Service Funds						
Contractual Services	400,836	352,115	305,901	323,165	5.6%	17,264
Equipment	352	0	0	0	0.0%	0
Fringe Benefits	132,757	126,584	128,475	147,362	14.7%	18,887
Operating Costs	1,553,782	1,452,518	1,622,467	1,655,389	2.0%	32,922
Salaries and Wages	316,835	331,101	349,555	373,881	7.0%	24,326
Total for Internal Service Funds	2,404,562	2,262,318	2,406,398	2,499,797	3.9%	93,399
Total for ASPHALT PLANT	2,404,562	2,262,318	2,406,398	2,499,797	3.9%	93,399
CENTRAL STORES						
Internal Service Funds						
Contractual Services	34,906	34,936	67,459	68,808	2.0%	1,349
Equipment	0	0	2,000	2,040		40
Fringe Benefits	63,609	71,358	74,383	91,902		17,519
Operating Costs	110,609	42,576	142,659	145,889	2.3%	3,230
Salaries and Wages	274,315	302,354	300,647	313,041	4.1%	12,394
Total for Internal Service Funds	483,440	451,224	587,148	621,680	5.9%	34,532
Total for CENTRAL STORES	483,440	451,224	587,148	621,680	5.9%	34,532
ENGINEERING LABORATORY						
Internal Service Funds	004 500	005.055	070 000	000 000	4.007	40.054
Contractual Services	231,539	265,255	278,288	290,339	4.3%	12,051
Equipment	1,710	0	0	0	0.0%	0
Fringe Benefits	125,863	127,218	167,426	187,163	11.8%	19,737
Operating Costs	22,017	15,297	17,424	17,773	2.0%	349
Salaries and Wages	546,657	531,933	603,553	624,275	3.4%	20,722
Total for Internal Service Funds	927,785	939,702	1,066,691	1,119,550	5.0%	52,859
Total for ENGINEERING LABORATORY	927,785	939,702	1,066,691	1,119,550	5.0%	52,859
PW - ENG. MATERIALS & TESTING						
Internal Service Funds	0			0	0.00/	•
Fringe Benefits	0	0	0	0	0.0%	0
Total for Internal Service Funds	0	0	0	0		0
Total for PW - ENG. MATERIALS & TESTING	0	0	0	0		0
Total for PW - ENG MATERIALS & TESTING	3,815,786	3,653,244	4,060,237	4,241,027	4.5%	180,790

# PUBLIC WORKS ENGINEERING MATERIAL AND TESTING Staffing Information

	2000	2001	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
FTE's by Division						
Central Stores	6.00	6.00	7.00	7.00	0.00%	-
Asphalt Plant	8.00	8.00	7.00	7.00	0.00%	-
Engineering Laboratory	12.50	12.50	12.50	12.50	0.00%	-
Total FTE's	26.50	26.50	26.50	26.50	0.00%	-

# PW - ENGINEERING SERVICES Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Capital Projects						
Capital Outlay	17,294	3,274	0	0	0.0%	0
Contractual Services	642,142	1,121,290	1,495,156	1,515,131	1.3%	19,975
Equipment	86,815	84,800	65,200	79,620	22.1%	14,420
Fringe Benefits	516,319	476,684	752,769	790,470	5.0%	37,701
Operating Costs	142,107	163,289	177,053	181,603	2.6%	4,550
Salaries and Wages	2,163,099	2,060,077	2,673,297	2,734,266	2.3%	60,969
Total for Capital Projects	3,567,776	3,909,414	5,163,475	5,301,090	2.7%	137,615
Enterprise Funds						
Capital Outlay	1,199	207	0	0	0.0%	0
Contractual Services	614,062	730,227	1,364,331	2,301,972	68.7%	937,641
Equipment	10,264	22,054	87,862	117,600	33.8%	29,738
Fringe Benefits	260,598	256,434	477,710	499,222	4.5%	21,512
Operating Costs	54,013	66,558	92,864	89,015	-4.1%	-3,849
Salaries and Wages	1,102,164	1,165,331	1,700,328	2,255,406	32.6%	555,078
Total for Enterprise Funds	2,042,300	2,240,811	3,723,095	5,263,215	41.4%	1,540,120
General Fund - City						
Capital Outlay	0	0	455	464	2.0%	9
Contractual Services	124,856	191,679	214,815	206,910	-3.7%	-7,905
Equipment	5,293	12,196	5,000	5,100	2.0%	100
Fringe Benefits	119,754	120,539	143,769	174,194		30,425
Operating Costs	18,359	26,424	13,459	13,895	3.2%	436
Salaries and Wages	516,396	544,460	592,701	599,982	1.2%	7,281
Total for General Fund - City	784,659	895,299	970,199	1,000,545	3.1%	30,346
Total for PW - ENGINEERING SERVICES	6,394,736	7,045,524	9,856,769	11,564,850	17.3%	1,708,081

# PW - ENGINEERING SERVICES Revenue Information

On that Bustiness	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Capital Projects	70.400	64 220	75.000	F0 000	22.20/	25 000
Charges for Sales	79,499	64,338	75,000	50,000		-,
Charges for Service	1,607,850	26,746	1,430,495	1,069,781		-360,714
Interest	0	-0	0	0		0
Other Misc Revenues	451	1,345	0	0		0
State Government	1,160,752	987,167	844,598	676,920	-19.9%	-167,678
Total for Capital Projects	2,848,553	1,079,596	2,350,093	1,796,701	-23.5%	-553,392
Enterprise Funds						
Charges for Service	1,011,485	1,249,551	850,000	1,500,000	76.5%	650,000
Other Misc Revenues	0	505	0	0	0.0%	0
State Government	0	0	42,000	151,002	259.5%	109,002
Total for Enterprise Funds	1,011,485	1,250,056	892,000	1,651,002	85.1%	759,002
General Fund - City						
Charges for Sales	100	122,000	0	0	0.0%	0
Charges for Service	549,647	737,804	675,000	675,000	0.0%	0
Interest	86	-74	0	0	0.0%	0
Licenses and Permits	38,320	22,140	35,000	25,000	-28.6%	-10,000
Other Misc Revenues	250	0	0	0	0.0%	0
Total for General Fund - City	588,403	881,870	710,000	700,000	-1.4%	-10,000
Total for PW - ENGINEERING SERVICES	4,448,441	3,211,522	3,952,093	4,147,703	4.9%	195,610

# PW - ENGINEERING SERVICES Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
RIGHT OF WAY MANAGEMENT						
General Fund - City						
Capital Outlay	0	0	455	464	2.0%	9
Contractual Services	124,856	191,679	214,815	206,910	-3.7%	-7,905
Equipment	5,293	12,196	5,000	5,100	2.0%	100
Fringe Benefits	119,720	120,539	143,769	174,194	21.2%	30,425
Operating Costs	18,359	26,424	13,459	13,895	3.2%	436
Salaries and Wages	516,130	544,460	592,701	599,982	1.2%	7,281
Total for General Fund - City	784,358	895,299	970,199	1,000,545	3.1%	30,346
Total for RIGHT OF WAY MANAGEMENT	784,358	895,299	970,199	1,000,545	3.1%	30,346
SEWER DESIGN						
Enterprise Funds						
Capital Outlay	1,199	207	0	0	0.0%	0
Contractual Services	596,381	711,546	1,364,331	1,171,140	-14.2%	-193,191
Equipment	10,264	22,054	87,862	70,462	-19.8%	-17,400
Fringe Benefits	194,092	184,817	359,137	273,304	-23.9%	-85,833
Operating Costs	53,782	66,348	92,864	76,775	-17.3%	-16,089
Salaries and Wages	759,273	769,547	1,161,651	938,225	-19.2%	-223,426
Total for Enterprise Funds	1,614,992	1,754,519	3,065,845	2,529,906	-17.5%	-535,939
Total for SEWER DESIGN	1,614,992	1,754,519	3,065,845	2,529,906	-17.5%	-535,939
STORM WATER MANAGEMENT						
Enterprise Funds						
Contractual Services	16	0	0	1,130,832		1,130,832
Equipment	0	0	0	47,138		47,138
Fringe Benefits	0	0	0	71,634		71,634
Operating Costs	0	0	0	12,240		12,240
Salaries and Wages	0	0	0	692,233		692,233
Total for Enterprise Funds	16	0	0	1,954,077		1,954,077
Total for STORM WATER MANAGEMENT	16	0	0	1,954,077		1,954,077
STREET DESIGN						
Capital Projects						
Capital Outlay	17,294	3,274	0	0		0
Contractual Services	642,142	1,121,290	1,495,156	1,515,131	1.3%	19,975
Equipment	86,815	84,800	65,200	79,620	22.1%	14,420
Fringe Benefits	516,319	476,684	752,769	790,470	5.0%	37,701
Operating Costs	142,107	163,289	177,053	181,603	2.6%	4,550
Salaries and Wages	2,163,099	2,060,077	2,673,297	2,734,266	2.3%	60,969
Total for Capital Projects	3,567,776	3,909,414	5,163,475	5,301,090	2.7%	137,615
General Fund - City Fringe Benefits	34	0	0	0	0.0%	0
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# PW - ENGINEERING SERVICES Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
STREET DESIGN						
General Fund - City						
Salaries and Wages	267	0	0	0	0.0%	0
Total for General Fund - City	301	0	0	0		0
Total for STREET DESIGN	3,568,077	3,909,414	5,163,475	5,301,090	2.7%	137,615
WATER						
Enterprise Funds						
Contractual Services	17,665	18,681	0	0	0.0%	0
Fringe Benefits	66,505	71,617	118,573	154,284	30.1%	35,711
Operating Costs	232	210	0	0	0.0%	0
Salaries and Wages	342,891	395,783	538,677	624,948	16.0%	86,271
Total for Enterprise Funds	427,292	486,292	657,250	779,232	18.6%	121,982
Total for WATER	427,292	486,292	657,250	779,232	18.6%	121,982
Total for PW - ENGINEERING SERVICES	6,394,736	7,045,524	9,856,769	11,564,850	17.3%	1,708,081

# PUBLIC WORKS ENGINEERING SERVICES Staffing Information

	2000	2001	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
FTE's by Division						
Street Design	56.60	55.60	58.60	58.60	0.00%	-
Water	10.00	10.00	11.00	11.00	0.00%	-
Sewer Design	20.90	20.90	23.90	20.90	-12.55%	(3.00)
Storm Water Management	-	-	-	10.00	-	10.00
Right of Way Management	11.00	12.00	12.00	12.00	0.00%	-
Total FTE's	98.50	98.50	105.50	112.50	6.64%	7.00

# PW - EQUIPMENT Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Internal Service Funds						
Capital Outlay	64,376	0	0	0	0.0%	0
Contractual Services	4,277,201	6,593,877	3,594,635	3,746,424	4.2%	151,789
Equipment	2,980,372	-49,195	6,265,000	6,390,300	2.0%	125,300
Equipment Labor	15,163	16,259	0	0	0.0%	0
Fringe Benefits	3,474,638	3,536,508	3,858,682	4,476,664	16.0%	617,982
Operating Costs	3,415,972	4,008,111	4,012,400	4,083,928	1.8%	71,528
Salaries and Wages	10,741,383	11,445,280	12,006,964	13,307,547	10.8%	1,300,583
Total for Internal Service Funds	24,969,104	25,550,840	29,737,681	32,004,863	7.6%	2,267,182
Total for PW - EQUIPMENT	24,969,104	25,550,840	29,737,681	32,004,863	7.6%	2,267,182

# PW - EQUIPMENT Revenue Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Internal Service Funds			_	_		
Charges for Sales	2,454,047	2,803,623	3,435,500	3,240,500	-5.7%	-195,000
Charges for Service	9,293,641	10,520,899	431,200	951,200	120.6%	520,000
Gains	159,872	42,886	200,000	200,000	0.0%	0
Interest	184	1,456	500	500	0.0%	0
Operating Transfers In	304,000	0	0	0	0.0%	0
Other Misc Revenues	250,149	482,714	315,000	315,000	0.0%	0
Proceeds of Long Term Liabilities	0	0	6,100,000	6,200,000	1.6%	100,000
Rents	14,068,757	17,619,479	24,995,940	27,832,000	11.3%	2,836,060
Total for Internal Service Funds	26,530,650	31,471,057	35,478,140	38,739,200	9.2%	3,261,060
Total for PW - EQUIPMENT	26,530,650	31,471,057	35,478,140	38,739,200	9.2%	3,261,060

# PW - EQUIPMENT Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
MAINTENANCE						
Internal Service Funds						
Capital Outlay	64,376	0	0	0	0.0%	0
Contractual Services	1,966,158	2,517,892	1,964,926	2,075,189	5.6%	110,263
Equipment	102,280	-58,793	160,000	163,200	2.0%	3,200
Fringe Benefits	1,031,412	1,231,339	1,464,208	1,737,612	18.7%	273,404
Operating Costs	2,969,984	3,365,285	3,402,000	3,459,240	1.7%	57,240
Salaries and Wages	2,687,068	2,603,536	3,719,153	3,945,256	6.1%	226,103
Total for Internal Service Funds	8,821,278	9,659,258	10,710,287	11,380,497	6.3%	670,210
Total for MAINTENANCE	8,821,278	9,659,258	10,710,287	11,380,497	6.3%	670,210
MUNICIPAL GARAGE						
Internal Service Funds						
Contractual Services	226,704	295,469	256,293	270,351	5.5%	14,058
Equipment	0	9,597	5,000	5,100		100
Fringe Benefits	159,707	141,027	196,581	216,204		19,623
Operating Costs	358,453	434,808	340,400	347,208		6,808
Salaries and Wages	410,445	386,504	494,578	558,613	12.9%	64,035
Total for Internal Service Funds	1,155,309	1,267,405	1,292,852	1,397,476	8.1%	104,624
Total for MUNICIPAL GARAGE	1,155,309	1,267,405	1,292,852	1,397,476	8.1%	104,624
OPERATIONS						
Internal Service Funds						
Contractual Services	2,059,062	3,760,808	1,316,416	1,342,744		26,328
Equipment Labor	15,163	16,259	0	0		0
Fringe Benefits	2,283,519	2,164,142	2,197,893	2,522,848		324,955
Operating Costs	82,754	208,018	120,000	124,480		4,480
Salaries and Wages	7,643,870	8,455,241	7,793,233	8,803,678	13.0%	1,010,445
Total for Internal Service Funds	12,084,367	14,604,468	11,427,542	12,793,750	12.0%	1,366,208
Total for OPERATIONS	12,084,367	14,604,468	11,427,542	12,793,750	12.0%	1,366,208
PURCHASING						
Internal Service Funds						
Contractual Services	25,278	19,708	57,000	58,140		1,140
Equipment	2,878,092	0	6,100,000	6,222,000		122,000
Operating Costs	4,781	0	150,000	153,000	2.0%	3,000
Total for Internal Service Funds	2,908,151	19,708	6,307,000	6,433,140	2.0%	126,140
Total for PURCHASING	2,908,151	19,708	6,307,000	6,433,140	2.0%	126,140
Total for PW - EQUIPMENT	24,969,104	25,550,840	29,737,681	32,004,863	7.6%	2,267,182

# PUBLIC WORKS EQUIPMENT SERVICES Staffing Information

	2000	2001	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
FTE's by Division						
Maintenance	75.60	75.60	75.60	75.10	-0.66%	(0.50)
Municipal Garage	12.00	12.00	12.00	12.00	0.00%	-
Operations	160.00	160.00	170.00	170.00	0.00%	-
Total FTE's	247.60	247.60	257.60	257.10	-0.19%	(0.50)

# PW - FIELD SERVICES Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Capital Projects						
Contractual Services	100,980	75,850	106,780	108,915	2.0%	2,135
Fringe Benefits	65,329	58,950	63,746	81,668	28.1%	17,922
Operating Costs	10,839	12,656	-185,063	15,462	-108.4%	200,525
Salaries and Wages	258,518	245,346	221,963	281,798	27.0%	59,835
Total for Capital Projects	435,666	392,802	207,426	487,843	135.2%	280,417
Enterprise Funds						
Contractual Services	3,176,251	3,304,284	3,284,840	3,426,789	4.3%	141,949
Fringe Benefits	297,311	279,042	374,879	448,571	19.7%	73,692
Operating Costs	19,768	36,931	17,575	17,927	2.0%	352
Salaries and Wages	968,167	893,470	1,200,062	1,585,997	32.2%	385,935
Total for Enterprise Funds	4,461,497	4,513,727	4,877,356	5,479,284	12.3%	601,928
General Fund - City						
Contractual Services	8,973,013	10,437,027	9,276,192	10,181,325	9.8%	905,133
Equipment	191,993	184,129	185,335	163,542	-11.8%	-21,793
Fringe Benefits	2,329,708	2,381,556	2,806,167	2,891,045	3.0%	84,878
Operating Costs	3,080,801	3,398,382	3,018,689	3,145,654	4.2%	126,965
Salaries and Wages	7,588,186	8,437,241	7,196,329	7,582,355	5.4%	386,026
Total for General Fund - City	22,163,701	24,838,334	22,482,712	23,963,921	6.6%	1,481,209
Total for PW - FIELD SERVICES	27,060,864	29,744,863	27,567,494	29,931,048	8.6%	2,363,554

# PW - FIELD SERVICES Revenue Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Capital Projects			_	_		
Charges for Service	66,094	13,673	0	40,000	0.0%	40,000
Licenses and Permits	220,114	197,366	0	205,000	0.0%	205,000
Total for Capital Projects	286,208	211,038	0	245,000	0.0%	245,000
Enterprise Funds						
Charges for Sales	0	33	500	0	-100.0%	-500
Charges for Service	16,834	2,068	3,000	2,000	-33.3%	-1,000
Interest	0	35	0	0	0.0%	0
Local Government	118,107	148,444	148,444	148,444	0.0%	0
Other Misc Revenues	4,621	2,353	0	2,500	0.0%	2,500
Special Assessments	114,475	113,730	115,000	115,000	0.0%	0
State Government	363,749	364,947	587,601	365,000	-37.9%	-222,601
Total for Enterprise Funds	617,786	631,610	854,545	632,944	-25.9%	-221,601
General Fund - City						
Charges for Sales	16,468	4,800	4,500	3,000	-33.3%	-1,500
Charges for Service	2,695,742	3,371,309	1,878,503	2,129,500	13.4%	250,997
Contributions	0	100	0	0	0.0%	0
Interest	199	1,572	0	0	0.0%	0
Local Government	407,651	324,838	300,690	350,643	16.6%	49,953
Other Misc Revenues	105,385	245,754	88,502	75,000	-15.3%	-13,502
Rents	2,400	2,400	2,200	2,200	0.0%	0
Special Assessments	1,401,036	1,461,499	1,494,500	1,529,500	2.3%	35,000
State Government	2,527,252	2,315,176	2,446,354	2,336,451	-4.5%	-109,903
Total for General Fund - City	7,156,133	7,727,448	6,215,249	6,426,294	3.4%	211,045
Total for PW - FIELD SERVICES	8,060,127	8,570,096	7,069,794	7,304,238	3.3%	234,444

# PW - FIELD SERVICES Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
BRIDGE MAINTENANCE AND REPAIR - C						
General Fund - City						
Contractual Services	645,187	756,642	400,779	412,936	3.0%	12,157
Equipment	7,070	21,580	13,200	13,464	2.0%	264
Fringe Benefits	202,387	193,555	301,090	322,994	7.3%	21,904
Operating Costs	161,702	313,349	103,537	75,008	-27.6%	-28,529
Salaries and Wages	806,647	795,443	493,495	1,043,165	111.4%	549,670
Total for General Fund - City	1,822,992	2,080,569	1,312,101	1,867,567	42.3%	555,466
Total for BRIDGE MAINTENANCE AND REPAIL	1,822,992	2,080,569	1,312,101	1,867,567	42.3%	555,466
MALLS & PLAZAS - MAINTENANCE						
General Fund - City	220.070	207.040	F00 700	E00 04E	0.00/	44.045
Contractual Services	320,078	297,012	580,700	592,315		11,615 39,681
Fringe Benefits Operating Costs	251,928 98,903	245,149 127,994	292,338 126,003	332,019 128,523		2,520
Salaries and Wages	96,903 877,091	879,495	893,216	934,028		40,812
Total for General Fund - City	1,548,000	1,549,650	1,892,257	1,986,885		94,628
						· 
Total for MALLS & PLAZAS - MAINTENANCE	1,548,000	1,549,650	1,892,257	1,986,885	5.0%	94,628
NICOLLET MALL						
General Fund - City	047.070	000 000	007.540	470.000	00.00/	400 444
Contractual Services	317,076	323,360	367,542	473,983		106,441
Equipment	0	38,124	25,000	400.705		-25,000
Fringe Benefits	145,998	146,654	170,446	136,735		-33,711
Operating Costs	94,939	104,061	27,500	114,000		86,500
Salaries and Wages	507,983	509,715	591,397	411,295		-180,102
Total for General Fund - City	1,065,996	1,121,915	1,181,885	1,136,013		-45,872 
Total for NICOLLET MALL	1,065,996	1,121,915	1,181,885	1,136,013	-3.9%	-45,872
SIDEWALK INSPECTION						
Capital Projects						
Contractual Services	100,980	75,850	106,780	108,915		2,135
Fringe Benefits	65,329	58,950	63,746	81,668		17,922
Operating Costs	10,839	12,656	14,937	15,462		525
Salaries and Wages	258,518	245,346	221,963	281,798		59,835
Total for Capital Projects	435,666	392,802	407,426	487,843	19.7%	80,417
Enterprise Funds	0	0	0	22 666	0.0%	22 666
Fringe Benefits	0	0	0	32,666		32,666
Total for Enterprise Funds	0	0	0	32,666		32,666
General Fund - City	_	.=		_		_
Fringe Benefits	3	0	0	0	0.0%	0

# PW - FIELD SERVICES Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
SIDEWALK INSPECTION						
General Fund - City						
Salaries and Wages	39	0	0	0	0.0%	0
Total for General Fund - City	42	0	0	0		0
Total for SIDEWALK INSPECTION	435,708	392,802	407,426	520,509	27.8%	113,083
SNOW & ICE CONTROL						
General Fund - City						
Contractual Services	4,153,282	4,899,732	4,293,800	4,471,054		177,254
Fringe Benefits	430,055	440,676	416,202	449,526		33,324
Operating Costs	904,338	804,697	887,788	905,544		17,756
Salaries and Wages	1,624,580	1,758,502	1,291,000	1,060,461	-17.9%	-230,539
Total for General Fund - City	7,112,255	7,903,607	6,888,790	6,886,585	-0.0%	-2,205
Total for SNOW & ICE CONTROL	7,112,255	7,903,607	6,888,790	6,886,585	-0.0%	-2,205
SPECIAL SERVICE DISTRICTS						
General Fund - City						
Contractual Services	330,089	399,441	325,970	400,000		74,030
Operating Costs	11,247	6,380	0	0		0
Total for General Fund - City	341,336	405,821	325,970	400,000	22.7%	74,030
Total for SPECIAL SERVICE DISTRICTS	341,336	405,821	325,970	400,000	22.7%	74,030
STREET ADMINISTRATION						
General Fund - City	000 000	4 470 050	F70 070	F74.0F0	0.00/	4.540
Contractual Services	698,333	1,178,258	579,376	574,858		-4,518
Equipment	184,923	124,425	147,135	150,078		2,943
Fringe Benefits	617,297 695,103	627,495	482,099	490,269		8,170
Operating Costs	•	642,984	776,679	803,453		26,774 75,430
Salaries and Wages	1,448,978	1,907,875	578,877	654,307	13.0%	
Total for General Fund - City	3,644,635	4,481,037	2,564,166	2,672,965		108,799
Total for STREET ADMINISTRATION	3,644,635	4,481,037	2,564,166	2,672,965	4.2%	108,799
STREET CLEANING						
Enterprise Funds						
Contractual Services	3,176,251	3,304,284	3,284,840	3,426,789		141,949
Fringe Benefits	297,311	279,042	374,879	415,905	10.9%	41,026
Operating Costs	19,768	36,931	17,575	17,927	2.0%	352
Salaries and Wages	968,167	893,470	1,200,062	1,585,997	32.2%	385,935
Total for Enterprise Funds	4,461,497	4,513,727	4,877,356	5,446,618	11.7%	569,262
General Fund - City						
Contractual Services	1,455	0	0	0		0
Fringe Benefits	26	0	0	0		0
Operating Costs	0	0	0	0	0.0%	0

# PW - FIELD SERVICES Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
STREET CLEANING						
General Fund - City						
Salaries and Wages	0	0	0	0	0.0%	0
Total for General Fund - City	1,482	0	0	0		0
Total for STREET CLEANING	4,462,979	4,513,727	4,877,356	5,446,618	11.7%	569,262
STREET MAINTENANCE & REPAIR						
Capital Projects						
Operating Costs	0	0	-200,000	0	-100.0%	200,000
Total for Capital Projects	0	0	-200,000	0	-100.0%	200,000
General Fund - City						
Contractual Services	2,507,513	2,582,581	2,728,025	3,256,179	19.4%	528,154
Fringe Benefits	682,013	728,027	1,143,992	1,159,502	1.4%	15,510
Operating Costs	1,114,569	1,398,918	1,097,182	1,119,126	2.0%	21,944
Salaries and Wages	2,322,869	2,586,210	3,348,344	3,479,099	3.9%	130,755
Total for General Fund - City	6,626,964	7,295,735	8,317,543	9,013,906	8.4%	696,363
Total for STREET MAINTENANCE & REPAIR	6,626,964	7,295,735	8,117,543	9,013,906	11.0%	896,363
Total for PW - FIELD SERVICES	27,060,864	29,744,863	27,567,494	29,931,048	8.6%	2,363,554

### PUBLIC WORKS FIELD SERVICES Staffing Information

	2000	2001	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
FTE's by Division						
Sidewalk Inspections	6.00	6.00	5.00	6.00	20.00%	1.00
Bridge Maintenance	17.50	20.70	21.80	20.80	-4.59%	(1.00)
Nicollet Mall	11.80	11.80	11.80	8.30	-29.66%	(3.50)
Street Maintenance	75.50	82.80	77.76	77.66	-0.13%	(0.10)
Street Administration	10.80	10.80	10.80	11.80	9.26%	1.00
Street Cleaning	26.10	26.10	26.34	26.34	0.00%	-
Snow & Ice Control	27.80	28.20	29.20	28.70	-1.71%	(0.50)
Malls and Plazas Maintenance	21.00	20.70	21.00	21.30	1.43%	0.30
Total FTE's	196.50	207.10	203.70	200.90	-1.37%	(2.80)

# PW - PROPERTY SERVICES Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Capital Projects						
Contractual Services	56,924	0	0	0	0.0%	0
Fringe Benefits	81,522	558	0	0	0.0%	0
Operating Costs	20,550	0	0	0	0.0%	0
Salaries and Wages	273,712	3,526	0	0	0.0%	0
Total for Capital Projects	432,709	4,083	0	0		0
Internal Service Funds						
Capital Outlay	0	2,008	7,000	7,140	2.0%	140
Contractual Services	2,130,490	3,823,355	4,136,460	3,925,389	-5.1%	-211,071
Equipment	87,278	73,195	468,000	477,360	2.0%	9,360
Fringe Benefits	836,945	902,989	1,005,974	1,541,214	53.2%	535,240
Operating Costs	786,340	1,071,211	790,653	807,444	2.1%	16,791
Salaries and Wages	2,711,900	3,137,705	3,379,450	4,590,532	35.8%	1,211,082
Total for Internal Service Funds	6,552,953	9,010,463	9,787,537	11,349,079	16.0%	1,561,542
Special Revenue Funds						
Contractual Services	52,388	162,498	160,000	267,000	66.9%	107,000
Operating Costs	353	0	0	0	0.0%	0
Total for Special Revenue Funds	52,741	162,498	160,000	267,000	66.9%	107,000
Total for PW - PROPERTY SERVICES	7,038,403	9,177,045	9,947,537	11,616,079	16.8%	1,668,542

### PW - PROPERTY SERVICES Revenue Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Capital Projects						
Charges for Service	389,231	-6,795	0	0	0.0%	0
Other Misc Revenues	8,768	0	0	0	0.0%	0
Rents	3,375	0	0	0	0.0%	0
Total for Capital Projects	401,374	-6,795	0	0	0.0%	0
Internal Service Funds						
Charges for Sales	653,173	776,544	880,000	880,000	0.0%	0
Charges for Service	2,326,513	3,274,751	1,510,000	4,383,500	190.3%	2,873,500
Interest	345	-209	0	0	0.0%	0
Other Misc Revenues	1,382	1,953	2,500	3,000	20.0%	500
Rents	4,995,440	5,531,129	7,795,000	6,427,500	-17.5%	-1,367,500
Total for Internal Service Funds	7,976,853	9,584,168	10,187,500	11,694,000	14.8%	1,506,500
Total for PW - PROPERTY SERVICES	8,378,227	9,577,373	10,187,500	11,694,000	14.8%	1,506,500

# **PW - PROPERTY SERVICES Business Line Expense Information**

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
COMMUNITY CENTER OPERATIONS						
Special Revenue Funds						
Contractual Services	52,388	162,498	162,498	160,000	-1.5%	-2,498
Operating Costs	353	0	0	0	0.0%	0
Total for Special Revenue Funds	52,741	162,498	162,498	160,000	-1.5%	-2,498
Total for COMMUNITY CENTER OPERATIONS	52,741	162,498	162,498	160,000	-1.5%	-2,498
FACILITIES MANAGEMENT						
Internal Service Funds						
Capital Outlay	0	2,008	0	0	0.0%	0
Contractual Services	1,326,634	2,897,222	3,168,064	2,908,448	-8.2%	-259,616
Equipment	25,421	18,878	13,000	13,260	2.0%	260
Fringe Benefits	702,509	725,622	734,745	1,268,625	72.7%	533,880
Operating Costs	709,529	870,824	643,497	657,037	2.1%	13,540
Salaries and Wages	2,226,820	2,478,953	2,484,644	3,713,090	49.4%	1,228,446
Total for Internal Service Funds	4,990,913	6,993,506	7,043,950	8,560,460	21.5%	1,516,510
Special Revenue Funds Contractual Services	0	0	0	107 000	0.0%	107 000
		0	0	107,000	0.0%	107,000
Total for Special Revenue Funds	0	0	0	107,000		107,000
Total for FACILITIES MANAGEMENT	4,990,913	6,993,506	7,043,950	8,667,460	23.0%	1,623,510
MUNICIPAL MARKET						
Internal Service Funds	04.747	44.000	40.000	00.445	004 50/	00.445
Contractual Services	24,747	14,898	10,000	30,445		20,445
Fringe Benefits	1,897	2,511	0	0		0
Operating Costs	0	40	0	0	0.0%	0
Salaries and Wages	7,846	12,230	0	0	0.0%	0
Total for Internal Service Funds	34,490	29,679	10,000	30,445	204.5%	20,445
Total for MUNICIPAL MARKET	34,490	29,679	10,000	30,445	204.5%	20,445
PROJECT MANAGEMENT OFFICE						
Capital Projects	50.004	0	0	0	0.00/	0
Contractual Services	56,924	0	0	0	0.0%	0
Fringe Benefits	81,522	558	0	0	0.0%	0
Operating Costs	20,550	0	0	0	0.0%	0
Salaries and Wages	273,712	3,526	0	0	0.0%	0
Total for Capital Projects	432,709	4,083	0	0		0
Internal Service Funds						
Capital Outlay	0	0	7,000	7,140		140
Contractual Services	0	8,979	68,980	70,360	2.0%	1,380
Equipment	0	5,122	13,000	13,260		260
Fringe Benefits	0	45,769	72,970	61,117		-11,853
Operating Costs	0	8,683	15,966	16,375	2.6%	409

# **PW - PROPERTY SERVICES Business Line Expense Information**

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
PROJECT MANAGEMENT OFFICE						
Internal Service Funds						
Salaries and Wages	0	157,908	226,702	167,997	-25.9%	-58,705
Total for Internal Service Funds	0	226,460	404,618	336,249	-16.9%	-68,369
Total for PROJECT MANAGEMENT OFFICE	432,709	230,544	404,618	336,249	-16.9%	-68,369
PROPERTY SERVICES ADMINISTRATION						
Internal Service Funds						
Fringe Benefits	0	0	23,717	28,907	21.9%	5,190
Salaries and Wages	0	0	117,516	148,364	26.3%	30,848
Total for Internal Service Funds	0	0	141,233	177,271	25.5%	36,038
Total for PROPERTY SERVICES ADMINISTRAT	0	0	141,233	177,271	25.5%	36,038
PW - PROPERTY SERVICES						
Special Revenue Funds						
Contractual Services	0	0	-2,498	0	-100.0%	2,498
Total for Special Revenue Funds	0	0	-2,498	0	-100.0%	2,498
Total for PW - PROPERTY SERVICES	0	0	-2,498	0	-100.0%	2,498
RADIO EQUIPMENT						
Internal Service Funds						
Contractual Services	779,108	902,257	889,416	916,136	3.0%	26,720
Equipment	61,857	49,195	442,000	450,840	2.0%	8,840
Fringe Benefits	132,539	129,087	174,542	182,565	4.6%	8,023
Operating Costs	76,811	191,664	131,190	134,032	2.2%	2,842
Salaries and Wages	477,235	488,615	550,588	561,081	1.9%	10,493
Total for Internal Service Funds	1,527,550	1,760,818	2,187,736	2,244,654	2.6%	56,918
Total for RADIO EQUIPMENT	1,527,550	1,760,818	2,187,736	2,244,654	2.6%	56,918
Total for PW - PROPERTY SERVICES	7,038,403	9,177,045	9,947,537	11,616,079	16.8%	1,668,542

### PUBLIC WORKS PROPERTY SERVICES Staffing Information

	2000	2001	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
FTE's by Division						
Radio	10.30	10.30	11.30	11.00	-2.65%	(0.30)
Municipal Market	0.15	0.15	-	-	-	-
Lands and Building Maintenance	50.55	50.45	52.50	82.85	57.81%	30.35
Special Projects	4.00	3.00	3.00	2.50	-16.67%	(0.50)
Total FTE's	65.00	63.90	66.80	96.35	44.24%	29.55

# PW - SEWER MAINTENANCE Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Enterprise Funds						
Contractual Services	6,283,050	30,576,403	7,037,666	7,373,961	4.8%	336,295
Equipment	257,968	30,105	154,000	157,080	2.0%	3,080
Fringe Benefits	988,046	1,034,514	1,184,754	1,312,303	10.8%	127,549
Operating Costs	25,198,305	1,271,076	27,735,348	27,968,716	0.8%	233,368
Salaries and Wages	2,717,757	2,868,569	2,792,475	3,042,817	9.0%	250,342
Total for Enterprise Funds	35,445,126	35,780,667	38,904,243	39,854,877	2.4%	950,634
Total for PW - SEWER MAINTENANCE	35,445,126	35,780,667	38,904,243	39,854,877	2.4%	950,634

#### PW - SEWER MAINTENANCE Revenue Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Enterprise Funds	_	_		_		
Charges for Sales	0	8	0	0	0.0%	0
Charges for Service	56,898,073	57,244,302	61,640,928	63,941,480	3.7%	2,300,552
Gains	156,184	0	0	0	0.0%	0
Interest	55,834	877	0	0	0.0%	0
Operating Transfers In	0	-79,181	0	0	0.0%	0
Other Misc Revenues	50,696	15,290	50,000	50,000	0.0%	0
Total for Enterprise Funds	57,160,787	57,181,296	61,690,928	63,991,480	3.7%	2,300,552
Total for PW - SEWER MAINTENANCE	57,160,787	57,181,296	61,690,928	63,991,480	3.7%	2,300,552

# PW - SEWER MAINTENANCE Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
MET COUNCIL ENVIRONMENTAL SVCS						
Enterprise Funds						
Contractual Services	5,045,124	29,221,300	4,970,040	5,280,441	6.2%	310,401
Operating Costs	24,123,156	0	26,733,074	26,942,736	0.8%	209,662
Total for Enterprise Funds	29,168,280	29,221,300	31,703,114	32,223,177	1.6%	520,063
Total for MET COUNCIL ENVIRONMENTAL SV	29,168,280	29,221,300	31,703,114	32,223,177	1.6%	520,063
SEWER MAINTENANCE						
Enterprise Funds						
Contractual Services	1,237,927	1,355,103	2,067,626	2,093,520	1.3%	25,894
Equipment	257,968	30,105	154,000	157,080	2.0%	3,080
Fringe Benefits	988,046	1,034,514	1,184,754	1,312,303	10.8%	127,549
Operating Costs	1,075,149	1,271,076	1,002,274	1,025,980	2.4%	23,706
Salaries and Wages	2,717,757	2,868,569	2,792,475	3,042,817	9.0%	250,342
Total for Enterprise Funds	6,276,847	6,559,367	7,201,129	7,631,700	6.0%	430,571
Total for SEWER MAINTENANCE	6,276,847	6,559,367	7,201,129	7,631,700	6.0%	430,571
Total for PW - SEWER MAINTENANCE	35,445,126	35,780,667	38,904,243	39,854,877	2.4%	950,634

### PUBLIC WORKS SEWER MAINTENANCE Staffing Information

	2000	2001	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
FTE's by Division Sewer Maintenance	59.10	61.10	61.90	63.60	2.75%	1.70
Total FTE's	59.10	61.10	61.90	63.60	2.75%	1.70

# PW - SOLID WASTE Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Enterprise Funds						
Capital Outlay	0	478,373	41,000	41,820	2.0%	820
Contractual Services	14,451,334	15,474,392	15,413,662	15,516,128	0.7%	102,466
Equipment	589,196	909,634	1,094,500	1,116,390	2.0%	21,890
Fringe Benefits	1,636,418	1,751,846	2,057,807	2,344,354	13.9%	286,547
Operating Costs	615,197	618,500	756,651	875,315	15.7%	118,664
Salaries and Wages	4,751,367	5,342,846	5,826,216	5,888,782	1.1%	62,566
Total for Enterprise Funds	22,043,512	24,575,590	25,189,836	25,782,789	2.4%	592,953
Total for PW - SOLID WASTE	22,043,512	24,575,590	25,189,836	25,782,789	2.4%	592,953

### PW - SOLID WASTE Revenue Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Enterprise Funds						
Charges for Sales	957,398	668,072	640,200	640,200	0.0%	0
Charges for Service	22,205,855	24,176,900	23,612,800	26,098,800	10.5%	2,486,000
Local Government	964,041	943,406	937,000	804,000	-14.2%	-133,000
Operating Transfers In	0	-106,370	0	0	0.0%	0
Other Misc Revenues	557	350	0	0	0.0%	0
Rents	0	580	0	0	0.0%	0
Sales and Other Taxes	36,160	4,563	0	0	0.0%	0
Total for Enterprise Funds	24,164,011	25,687,501	25,190,000	27,543,000	9.3%	2,353,000
Total for PW - SOLID WASTE	24,164,011	25,687,501	25,190,000	27,543,000	9.3%	2,353,000

# PW - SOLID WASTE Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
ADMINISTRATION						
Enterprise Funds						
Capital Outlay	0	10,969	0	0	0.0%	0
Contractual Services	220,211	1,818,105	68,261	338,923	396.5%	270,662
Equipment	130,513	19,091	0	0	0.0%	0
Fringe Benefits	189,860	191,100	210,978	267,568	26.8%	56,590
Operating Costs	76,788	269,090	0	161,321	0.0%	161,321
Salaries and Wages	906,057	894,829	934,474	914,459	-2.1%	-20,015
Total for Enterprise Funds	1,523,429	3,203,184	1,213,713	1,682,271	38.6%	468,558
Total for ADMINISTRATION	1,523,429	3,203,184	1,213,713	1,682,271	38.6%	468,558
CLEAN CITY						
Enterprise Funds						
Capital Outlay	0	117,526	0	0	0.0%	0
Contractual Services	308,743	436,771	7,173	295,976	4,026.3%	288,803
Equipment	11,808	0	0	0	0.0%	0
Fringe Benefits	59,893	120,515	149,972	165,514	10.4%	15,542
Operating Costs	118,923	27,904	0	53,397	0.0%	53,397
Salaries and Wages	221,013	400,550	695,110	537,921	-22.6%	-157,189
Total for Enterprise Funds	720,380	1,103,266	852,255	1,052,808	23.5%	200,553
Total for CLEAN CITY	720,380	1,103,266	852,255	1,052,808	23.5%	200,553
COLLECTION						
Enterprise Funds		0.40.740	44.000	44.000	0.00/	200
Capital Outlay	0	348,718	41,000	41,820	2.0%	820
Contractual Services	3,528,023	3,564,507	5,928,824	3,902,257	-34.2%	-2,026,567
Equipment	387,039	449,921	799,000	814,980	2.0%	15,980
Fringe Benefits	643,675	691,556	862,684	964,594	11.8%	101,910
Operating Costs	309,748	194,597	640,986	430,460	-32.8%	-210,526
Salaries and Wages  Total for Enterprise Funds	1,582,434 6,450,919	1,732,005 6,981,304	1,912,483 10,184,977	1,882,627 8,036,738	-1.6% -21.1%	-29,856 -2,148,239
Total for COLLECTION	6,450,919		10,184,977	8,036,738		-2,148,239
	0, 100,010	0,001,001	10,101,077	0,000,700	21.170	2,110,200
CUSTOMER SERVICE Enterprise Funds						
Contractual Services	1,400,914	25,056	0	938,763	0.0%	938,763
Fringe Benefits	71,705	86,984	103,781	117,036	12.8%	13,255
Operating Costs	71,703	00,904	005,761	0.030	0.0%	13,233
Salaries and Wages	286,273	341,315	349,751	346,678	-0.9%	-3,073
Total for Enterprise Funds	1,758,917	453,356	453,532	1,402,477	209.2%	948,945
Total for CUSTOMER SERVICE	1,758,917	453,356	453,532	1,402,477	209.2%	948,945

DISPOSAL Enterprise Funds

#### PW - SOLID WASTE Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
DISPOSAL						
Enterprise Funds						
Contractual Services	5,644,830	6,180,057	4,684,800	6,311,038	34.7%	1,626,238
Fringe Benefits	73,468	0	12,732	8,794	-30.9%	-3,938
Operating Costs	2,389	2,331	3,665	3,738	2.0%	73
Salaries and Wages	0	0	38,910	40,588	4.3%	1,678
Total for Enterprise Funds	5,720,686	6,182,388	4,740,107	6,364,158	34.3%	1,624,051
Total for DISPOSAL	5,720,686	6,182,388	4,740,107	6,364,158	34.3%	1,624,051
EQUIPMENT						
Enterprise Funds						
Capital Outlay	0	637	0	0		0
Contractual Services	300,092	330,753	0	322,463		322,463
Equipment	51,818	5,833	0	0	0.0%	0
Fringe Benefits	123,387	170,437	78,211	100,965	29.1%	22,754
Operating Costs	83,116	87,093	0	19,646		19,646
Salaries and Wages	392,814	441,036	358,685	407,780	13.7%	49,095
Total for Enterprise Funds	951,227	1,035,788	436,896	850,854	94.7%	413,958
Total for EQUIPMENT	951,227	1,035,788	436,896	850,854	94.7%	413,958
LARGE ITEM/PROBLEM MATERIAL						
Enterprise Funds						
Contractual Services	482,453	509,882	576,324	532,775		-43,549
Equipment	7,028	3,120	16,000	16,320		320
Fringe Benefits	100,128	146,551	118,651	115,917		-2,734
Operating Costs	8,816	11,512	0	28,251	0.0%	28,251
Salaries and Wages	414,411	445,320	368,089	370,580		2,491
Total for Enterprise Funds	1,012,835	1,116,385	1,079,064	1,063,843	-1.4%	-15,221
Total for LARGE ITEM/PROBLEM MATERIAL	1,012,835	1,116,385	1,079,064	1,063,843	-1.4%	-15,221
PW - SOLID WASTE						
Enterprise Funds				404 400	0.00/	404 400
Fringe Benefits	0	0	0	101,420		101,420
Salaries and Wages	0	0	0	288,740		288,740
Total for Enterprise Funds	0	0	0	390,160		390,160
Total for PW - SOLID WASTE	0	0	0	390,160		390,160
RECYCLING						
Enterprise Funds						
Contractual Services	1,617,182	1,655,667	2,118,761	1,760,637		-358,124
Equipment	0	431,670	279,500	285,090		5,590
Fringe Benefits	252,353	239,521	318,312	295,997		-22,315
Operating Costs	7,157	11,562	68,500	127,701	86.4%	59,201

#### PW - SOLID WASTE Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
RECYCLING						
Enterprise Funds						
Salaries and Wages	665,600	728,583	724,585	674,551	-6.9%	-50,034
Total for Enterprise Funds	2,542,291	3,067,002	3,509,658	3,143,976	-10.4%	-365,682
Total for RECYCLING	2,542,291	3,067,002	3,509,658	3,143,976	-10.4%	-365,682
TRANSFER STATIONS						
Enterprise Funds						
Capital Outlay	0	523	0	0	0.0%	0
Contractual Services	210,713	228,859	510,469	383,733	-24.8%	-126,736
Equipment	990	0	0	0	0.0%	0
Fringe Benefits	13,948	580	21,680	12,216	-43.7%	-9,464
Operating Costs	8,005	3,901	28,500	13,770	-51.7%	-14,730
Salaries and Wages	1,351	4,089	33,450	24,106	-27.9%	-9,344
Total for Enterprise Funds	235,008	237,952	594,099	433,825	-27.0%	-160,274
Total for TRANSFER STATIONS	235,008	237,952	594,099	433,825	-27.0%	-160,274
YARD WASTE PROGRAM						
Enterprise Funds						
Contractual Services	738,173	724,735	1,519,050	729,563	-52.0%	-789,487
Fringe Benefits	108,002	104,602	180,806	194,333	7.5%	13,527
Operating Costs	232	10,510	15,000	37,031	146.9%	22,031
Salaries and Wages	281,413	355,118	410,679	400,752	-2.4%	-9,927
Total for Enterprise Funds	1,127,820	1,194,965	2,125,535	1,361,679	-35.9%	-763,856
Total for YARD WASTE PROGRAM	1,127,820	1,194,965	2,125,535	1,361,679	-35.9%	-763,856
Total for PW - SOLID WASTE	22,043,512	24,575,590	25,189,836	25,782,789	2.4%	592,953

### PUBLIC WORKS SOLID WASTE AND RECYCLING Staffing Information

	2000	2001	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
FTE's by Division						
Collection	67.45	44.15	41.00	44.00	7.32%	3.00
Recycling	28.40	15.00	17.00	14.00	-17.65%	(3.00)
Disposal	2.20	4.00	1.00	1.00	0.00%	-
Yard Waste	17.30	9.50	9.50	9.50	0.00%	-
Large Item & Problem Materials	2.00	9.00	9.00	8.00	-11.11%	(1.00)
South Transfer Station	3.30	2.00	1.00	1.00	0.00%	-
Administration	-	17.00	17.50	17.30	-1.14%	(0.20)
Customer Service	-	8.00	9.00	9.00	0.00%	-
Clean City	-	9.00	12.50	12.00	-4.00%	(0.50)
Equipment	-	9.00	9.00	9.00	0.00%	-
Total FTE's	120.65	126.65	126.50	124.80	-1.34%	(1.70)

# PW - TRANSPORTATION Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Enterprise Funds						
Capital Outlay	0	0	15,000	15,300	2.0%	300
Contractual Services	23,468,323	26,475,321	29,739,551	30,832,437	3.7%	1,092,886
Equipment	561,153	153,580	587,555	949,307	61.6%	361,752
Fringe Benefits	581,850	628,431	710,084	804,366	13.3%	94,282
Operating Costs	419,427	608,375	463,283	475,650	2.7%	12,367
Salaries and Wages	2,192,251	2,542,341	2,522,279	2,727,655	8.1%	205,376
Transfers	0	680,000	0	0	0.0%	0
Total for Enterprise Funds	27,223,004	31,088,047	34,037,752	35,804,715	5.2%	1,766,963
General Fund - City						
Capital Outlay	0	0	2,000	2,040	2.0%	40
Contractual Services	5,398,261	5,737,778	5,753,790	5,788,291	0.6%	34,501
Equipment	38,893	167,554	109,700	111,894	2.0%	2,194
Fringe Benefits	997,027	992,732	1,027,672	1,111,134	8.1%	83,462
Operating Costs	880,769	1,129,359	788,614	805,630	2.2%	17,016
Salaries and Wages	3,088,399	3,297,030	3,198,461	3,464,734	8.3%	266,273
Total for General Fund - City	10,403,349	11,324,453	10,880,237	11,283,723	3.7%	403,486
Internal Service Funds						
Contractual Services	59,508	55,417	60,858	60,350	-0.8%	-508
Equipment	0	0	15,750	16,065	2.0%	315
Fringe Benefits	34,176	35,060	32,838	28,480	-13.3%	-4,358
Operating Costs	44,252	42,299	69,027	70,559	2.2%	1,532
Salaries and Wages	97,242	113,915	96,074	96,771	0.7%	697
Total for Internal Service Funds	235,179	246,691	274,547	272,225	-0.8%	-2,322
Total for PW - TRANSPORTATION	37,861,531	42,659,191	45,192,536	47,360,663	4.8%	2,168,127

### PW - TRANSPORTATION Revenue Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Enterprise Funds						
Charges for Sales	880,626		826,000	826,000		0
Charges for Service		53,186,195	58,910,880	59,251,216	0.6%	340,336
Interest	1,418	1,371	750	750		0
Licenses and Permits	170,036	178,608	155,000	155,000	0.0%	0
Operating Transfers In	0	680,000	0	0	0.0%	0
Other Misc Revenues	25,521	-24,974	1,000	1,000	0.0%	0
Rents	97,389	273,578	17,500	17,500	0.0%	0
State Government	0	416,000	0	0	0.0%	0
Total for Enterprise Funds	50,209,514	55,858,945	59,911,130	60,251,466	0.6%	340,336
General Fund - City						
Charges for Sales	11,186	•	12,000	12,000	0.0%	0
Charges for Service	189,099	670,245	309,500	302,000	-2.4%	-7,500
Franchise Fees	141,296	92,569	100,000	110,000	10.0%	10,000
Interest	4,200	3,487	-5,000	2,500	-150.0%	7,500
Licenses and Permits	250	601,587	4,450	521,243	11,613.3%	516,793
Local Government	384,221	283,933	371,500	371,500	0.0%	0
Other Misc Revenues	355,376	170,786	200,000	200,000	0.0%	0
Special Assessments	51,422	59,978	55,000	60,000	9.1%	5,000
State Government	1,693,052	1,514,293	1,687,000	1,687,000	0.0%	0
Total for General Fund - City	2,830,101	3,403,137	2,734,450	3,266,243	19.4%	531,793
Internal Service Funds						
Charges for Sales	2,181,082		2,033,000	2,033,000	0.0%	0
Charges for Service	64,954	112,066	75,000	75,000	0.0%	0
Interest	-1	-0	50	50	0.0%	0
Other Misc Revenues	0	4,604	0	0	0.0%	0
Total for Internal Service Funds	2,246,035	2,237,273	2,108,050	2,108,050	0.0%	0
Total for PW - TRANSPORTATION	55,285,650	61,499,355	64,753,630	65,625,759	1.3%	872,129

# PW - TRANSPORTATION Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
FIELD OPERATIONS						
Enterprise Funds						
Contractual Services	210	395	400	408	2.0%	8
Fringe Benefits	17,353	98,900	86,365	109,360	26.6%	22,995
Operating Costs	198	0	0	0	0.0%	0
Salaries and Wages	61,124	136,420	182,227	207,591	13.9%	25,364
Total for Enterprise Funds	78,885	235,715	268,992	317,359	18.0%	48,367
General Fund - City						
Contractual Services	1,357,578	1,621,919	1,467,530	1,416,306	-3.5%	-51,224
Equipment	23,672	26,431	85,000	86,700	2.0%	1,700
Fringe Benefits	813,437	786,674	846,857	904,868	6.9%	58,011
Operating Costs	765,005	981,868	647,774	661,973	2.2%	14,199
Salaries and Wages	2,395,324	2,530,999	2,759,346	2,738,252	-0.8%	-21,094
Total for General Fund - City	5,355,015	5,947,891	5,806,507	5,808,099	0.0%	1,592
Total for FIELD OPERATIONS	5,433,900	6,183,607	6,075,499	6,125,458	0.8%	49,959
INVENTORY						
Internal Service Funds	50 500	FF 447	00.050	60.050	0.00/	500
Contractual Services	59,508	55,417	60,858	60,350	-0.8%	-508
Equipment	0	0	15,750	16,065		315
Fringe Benefits	34,176	35,060	32,838	28,480		-4,358
Operating Costs	44,252	42,299	69,027	70,559		1,532
Salaries and Wages	97,242	113,915	96,074	96,771	0.7%	697
Total for Internal Service Funds	235,179	246,691	274,547	272,225	-0.8%	-2,322
Total for INVENTORY	235,179	246,691	274,547	272,225	-0.8%	-2,322
OFF-STREET PARKING						
Enterprise Funds						
Capital Outlay	0	0	15,000	15,300	2.0%	300
Contractual Services	20,499,177	23,416,175	26,626,174	27,656,793	3.9%	1,030,619
Equipment	500,120	108,480	490,000	849,800	73.4%	359,800
Fringe Benefits	194,972	161,860	250,385	215,148	-14.1%	-35,237
Operating Costs	301,016	424,598	341,952	351,891	2.9%	9,939
Salaries and Wages	776,663	744,846	922,615	818,750	-11.3%	-103,865
Transfers	0	680,000	0	0	0.0%	0
Total for Enterprise Funds	22,271,947	25,535,958	28,646,126	29,907,682	4.4%	1,261,556
Total for OFF-STREET PARKING	22,271,947	25,535,958	28,646,126	29,907,682	4.4%	1,261,556
ON-STREET PARKING						
Enterprise Funds	040.000	040.050	04.4.0.40	040 040	0.007	4.000
Contractual Services	242,306	213,353	214,649	218,942		4,293
Equipment	0	0	35,380	36,088		708
Fringe Benefits	120,530	126,495	154,403	200,346		45,943
Operating Costs	43,820	64,840	82,657	84,311	2.0%	1,654
City of Minneapolis					2003 Adopte	d Budget

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# PW - TRANSPORTATION Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
ON-STREET PARKING						
Enterprise Funds						
Salaries and Wages	333,482	429,849	515,327	623,112	20.9%	107,785
Total for Enterprise Funds	740,138	834,537	1,002,416	1,162,799	16.0%	160,383
Total for ON-STREET PARKING	740,138	834,537	1,002,416	1,162,799	16.0%	160,383
PLANNING & DESIGN						
Enterprise Funds						
Contractual Services	85	0	0	0	0.0%	0
Total for Enterprise Funds	85	0	0	0		0
General Fund - City						
Contractual Services	92,373	95,826	146,547	149,478	2.0%	2,931
Equipment	15,222	15,878	24,700	25,194	2.0%	494
Fringe Benefits	82,489	59,834	73,908	86,838	17.5%	12,930
Operating Costs	15,513	21,295	13,783	14,059	2.0%	276
Salaries and Wages	345,208	314,351	286,551	291,862	1.9%	5,311
Total for General Fund - City	550,805	507,184	545,489	567,431	4.0%	21,942
Total for PLANNING & DESIGN	550,890	507,184	545,489	567,431	4.0%	21,942
STREET LIGHTING						
General Fund - City						
Capital Outlay	0	0	2,000	2,040	2.0%	40
Contractual Services	3,948,310	4,020,033	4,139,713	4,222,507	2.0%	82,794
Equipment	0	125,245	0	0	0.0%	0
Fringe Benefits	101,102	146,224	106,907	119,428	11.7%	12,521
Operating Costs	100,250	126,196	127,057	129,598	2.0%	2,541
Salaries and Wages	347,867	451,680	152,564	434,620	184.9%	282,056
Total for General Fund - City	4,497,529	4,869,378	4,528,241	4,908,193	8.4%	379,952
Total for STREET LIGHTING	4,497,529	4,869,378	4,528,241	4,908,193	8.4%	379,952
TOWING AND IMPOUND						
Enterprise Funds						
Contractual Services	2,726,544	2,845,398	2,898,328	2,956,294	2.0%	57,966
Equipment	61,033	45,100	62,175	63,419	2.0%	1,244
Fringe Benefits	248,995	241,176	218,931	279,512	27.7%	60,581
Operating Costs	74,394	118,938	38,674	39,448	2.0%	774
Salaries and Wages	1,020,982	1,231,225	902,110	1,078,202	19.5%	176,092
Total for Enterprise Funds	4,131,948	4,481,836	4,120,218	4,416,875	7.2%	296,657
Total for TOWING AND IMPOUND	4,131,948	4,481,836	4,120,218	4,416,875	7.2%	296,657
Total for PW - TRANSPORTATION	37,861,531	42,659,191	45,192,536	47,360,663	4.8%	2,168,127
		-				

### PUBLIC WORKS TRANSPORTATION Staffing Information

	2000	2001	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
FTE's by Division						
Street Lighting	7.45	6.60	5.60	6.60	17.86%	1.00
Planning and Design	6.50	6.50	6.50	6.50	0.00%	-
Inventory	2.00	2.00	2.00	2.00	0.00%	-
Field Operations	51.14	53.24	51.54	48.54	-5.82%	(3.00)
On-Street Parking	8.30	8.30	10.30	12.30	19.42%	2.00
Off-Street Parking	10.85	12.10	18.10	14.10	-22.10%	(4.00)
Towing and Impound	21.80	21.80	22.50	25.00	11.11%	2.50
Total FTE's	108.04	110.54	116.54	115.04	-1.29%	(1.50)

### PW - WATER Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Enterprise Funds						
Capital Outlay	11,564	3,005	6,500	6,630	2.0%	130
Contractual Services	8,316,076	9,087,498	6,677,543	8,306,224	24.4%	1,628,681
Equipment	165,614	142,950	183,445	187,113	2.0%	3,668
Equipment Labor	7,795	1,180	0	0	0.0%	0
Fringe Benefits	3,336,999	3,279,999	3,641,225	4,294,358	17.9%	653,133
Operating Costs	4,204,099	5,137,644	9,399,070	9,496,200	1.0%	97,130
Salaries and Wages	10,502,291	11,142,890	11,542,280	12,523,185	8.5%	980,905
Total for Enterprise Funds	26,544,437	28,795,165	31,450,063	34,813,710	10.7%	3,363,647
Total for PW - WATER	26,544,437	28,795,165	31,450,063	34,813,710	10.7%	3,363,647

### PW - WATER Revenue Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
Enterprise Funds						
Charges for Sales	1,780,314	1,990,930	1,601,907	1,625,000	1.4%	23,093
Charges for Service	43,269,117	46,189,611	51,096,724	55,263,801	8.2%	4,167,077
Federal Government	0	155,479	0	0	0.0%	0
Interest	4,047	17,871	0	0	0.0%	0
Licenses and Permits	11,365	753	16,000	1,000	-93.8%	-15,000
Other Misc Revenues	19,101	20,582	23,200	16,100	-30.6%	-7,100
Rents	480	7,588	4,000	2,000	-50.0%	-2,000
Total for Enterprise Funds	45,084,423	48,382,813	52,741,831	56,907,901	7.9%	4,166,070
Total for PW - WATER	45,084,423	48,382,813	52,741,831	56,907,901	7.9%	4,166,070

# PW - WATER Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
CONTRIBUTION TO OTHER FUNDS						
Enterprise Funds						
Contractual Services	29,308	30,654	25,756	26,271	2.0%	515
Fringe Benefits	424,672	437,396	361,198	497,646	37.8%	136,448
Operating Costs	339,612	339,612	457,480	475,779	4.0%	18,299
Total for Enterprise Funds	793,592	807,662	844,434	999,696	18.4%	155,262
Total for CONTRIBUTION TO OTHER FUNDS	793,592	807,662	844,434	999,696	18.4%	155,262
DISTRIBUTION						
Enterprise Funds						
Capital Outlay	11,125	3,005	5,000	5,100	2.0%	100
Contractual Services	1,245,450	1,355,461	961,085	987,631	2.8%	26,546
Equipment	72,574	69,353	75,500	77,010	2.0%	1,510
Equipment Labor	7,795	0	0	0	0.0%	0
Fringe Benefits	932,076	908,729	1,173,711	1,286,395	9.6%	112,684
Operating Costs	477,507	875,735	805,750	821,865	2.0%	16,115
Salaries and Wages	3,465,339	3,690,755	3,968,120	4,212,555	6.2%	244,435
Total for Enterprise Funds	6,211,866	6,903,038	6,989,166	7,390,556	5.7%	401,390
Total for DISTRIBUTION	6,211,866	6,903,038	6,989,166	7,390,556	5.7%	401,390
MAJOR REPAIRS & REPLACEMENT						
Enterprise Funds	0.555.000	0.040.754	000 004	4 004 050	00.40/	040.040
Contractual Services	2,555,608	2,819,751	982,304	1,601,950	63.1%	619,646
Fringe Benefits	132,488	131,018	29,385	18,026		-11,359
Operating Costs	395,124	521,959	4,638,416	4,631,184	-0.2%	-7,232
Salaries and Wages	445,290	434,963	3,487	95		-3,392
Total for Enterprise Funds	3,528,509	3,907,691	5,653,592	6,251,255	10.6%	597,663
Total for MAJOR REPAIRS & REPLACEMENT	3,528,509	3,907,691	5,653,592	6,251,255	10.6%	597,663
OPERATIONS - WATER						
Enterprise Funds						
Contractual Services	3,773,047	4,031,698	3,826,672	4,776,662	24.8%	949,990
Equipment	25,750	17,353	10,875	11,092		217
Equipment Labor	0	1,180	0	0	0.0,0	0
Fringe Benefits	996,252	1,038,540	1,220,489	1,451,192	18.9%	230,703
Operating Costs	2,477,548	2,880,048	2,930,373	2,988,980	2.0%	58,607
Salaries and Wages	3,376,946	3,873,156	3,924,984	4,427,673	12.8%	502,689
Total for Enterprise Funds	10,649,542	11,841,974	11,913,393	13,655,599	14.6%	1,742,206
Total for OPERATIONS - WATER	10,649,542	11,841,974	11,913,393	13,655,599	14.6%	1,742,206
TREATMENT MAINTENANCE						
Enterprise Funds		_		= 2 -		
Capital Outlay	439	0	500	510		10
Contractual Services	603,607	756,669	649,305	669,616	3.1%	20,311

# PW - WATER Business Line Expense Information

	2000 Actual	2001 Actual	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
TREATMENT MAINTENANCE						
Enterprise Funds						
Equipment	66,839	56,243	94,760	96,655	2.0%	1,895
Fringe Benefits	739,389	681,178	757,368	936,555	23.7%	179,187
Operating Costs	445,572	451,255	491,257	501,082	2.0%	9,825
Salaries and Wages	2,897,127	2,761,623	3,256,442	3,475,757	6.7%	219,315
Total for Enterprise Funds	4,752,974	4,706,968	5,249,632	5,680,175	8.2%	430,543
Total for TREATMENT MAINTENANCE	4,752,974	4,706,968	5,249,632	5,680,175	8.2%	430,543
WATER ADMINISTRATION & PERMITS						
Enterprise Funds						
Capital Outlay	0	0	1,000	1,020	2.0%	20
Contractual Services	109,055	93,265	232,421	244,094	5.0%	11,673
Equipment	451	0	2,310	2,356	2.0%	46
Fringe Benefits	112,123	83,139	99,074	104,544	5.5%	5,470
Operating Costs	68,736	69,035	75,794	77,310	2.0%	1,516
Salaries and Wages	317,589	382,393	389,247	407,105	4.6%	17,858
Total for Enterprise Funds	607,954	627,831	799,846	836,429	4.6%	36,583
Total for WATER ADMINISTRATION & PERMIT	607,954	627,831	799,846	836,429	4.6%	36,583
Total for PW - WATER	26,544,437	28,795,165	31,450,063	34,813,710	10.7%	3,363,647

### PUBLIC WORKS WATER Staffing Information

	2000	2001	2002 Adopted Budget	2003 Adopted Budget	% Change 2002 to 2003	Change 2002 to 2003
FTE's by Division						
Administration	6.00	6.00	7.00	7.00	0.00%	-
Treatment	79.75	79.75	80.00	79.75	-0.31%	(0.25)
Treatment Maintenance	59.00	59.00	59.00	59.00	0.00%	-
Distribution	96.00	96.00	95.00	94.00	-1.05%	(1.00)
Total FTE's	240.75	240.75	241.00	239.75	-0.52%	(1.25)